TOSHIBA

Pocket PC e400

User's Manual

Introduction

Thank you very much for your purchase of this Toshiba Pocket PC e400.

Please be sure to read this user's guide before using the Toshiba Pocket PC e400, and ensure that you are aware of correct the handling procedures.

- Please be sure to read the "Safety precautions" section in this document to learn about important safety issues.
- After reading this document, keep it in a convenient place for future reference.

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First Edition September 2003

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Toshiba Pocket PC e400 User's Guide

First edition September 2003

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Safety precautions

- Please carefully read “Safety precautions” before using the Toshiba Pocket PC e400 and ensure that you are aware of correct handling procedures.
- The precautions provide essential information for the protection of the user and others from possible injury and property damage. They also provide information on the safe handling of this product.
- Please check that you fully understand the definition of the following messages (signs and graphical symbols) before reading the text, and always follow the instructions provided.

Safety instructions

All safety instructions must be read carefully and must be fully understood, before attempting to use your Toshiba Pocket PC e400. This manual contains the safety instructions that must be observed in order to avoid potential hazards that could result in personal injuries or could damage your computer. The safety instructions have been classified according to the seriousness of the risk, as follows:

Signal Word	Meaning
DANGER	Indicates an imminently hazardous situation which, if not avoided, will result in death or serious injury.
WARNING	Indicates a potentially hazardous situation which, if not avoided, could result in death or serious injury.
CAUTION	indicates a hazardous situation, which will or can cause minor personal injury or property damage if the safety instruction is ignored.
NOTE	Provides you with important but not hazard-related information.

WARNING

Always request and obtain prior consent and approval of an authorized airline representative before using your Pocket PC aboard an aircraft. Always follow the instructions of the airline representative whenever using your Pocket PC aboard an aircraft, to prevent any possible interference with airborne electronic equipment. Your Pocket PC produces low levels of RF energy due to the generation of digital timing pulses by its clock oscillator circuits. Your Pocket PC has been equipped with internal shielding to minimize any stray emissions of RF energy. Airlines may nevertheless prohibit the on-board use of all portable PCs (and all other portable electronic devices that could potentially emit stray RF energy), particularly during take-offs and landings, to prevent any possible interference with the reception of signals by airborne electronic navigational devices.

WARNING

Certain locations, such as hospitals, may restrict the use of Pocket PCs and other devices that emit low-level RF energy.

Always comply was posted prohibitions of the use of RF-emitting devices, such as in hospitals. Failure to follow such directives could result in the interference with medical equipment and/or devices.

Never come closer than 16 cm (6 inches) to a person with a heart pacemaker implant when using this Pocket PC in combination with a mobile cellular telephone. Failure to do so could result in interference with the function of the pacemaker.

WARNING

Never use a Pocket PC while driving an automobile or any other moving vehicle. Always pull out of traffic and come to a stop in a legally permissible and safe location before using your Pocket PC. Failure to do so could result in serious bodily injury in a traffic accident.

Never use your Pocket PC while walking. Usage while walking could result in bodily injury caused by inattention to automobile traffic or other pedestrian hazards.

WARNING

Never allow metallic objects, such as staples and paper clips, to enter inside your Pocket PC. Metallic objects, such as staples and paper clips, if allowed to enter your Pocket PC, could cause the generation of excess heat or fire.

Never connect terminals (metal parts) to metallic objects (such as wires). Connecting terminals to metal objects could cause excessive heat or fire.

Always immediately turn the battery switch to the “off” position and disconnect the AC Adaptor from the power outlet in the event the Pocket PC emits an unusual odor or sound or generates smoke.

WARNING

Never use or store your Pocket PC in the following locations:

Anywhere it may be exposed to water, such as a bathroom or sauna;

In conditions of high humidity, such as in the rain or fog; Where your Pocket PC will be exposed to high temperatures, such as near a fire or equipment that emits high temperatures; In direct sunlight; or In a sealed automobile left in the sun and subject to high temperatures.

Never drop your Pocket PC or subject it to severe shock. Dropping your Pocket PC or subjecting it to severe shock could cause the battery to leak, ignite and/or rupture.

Always immediately remove your Pocket PC a from the vicinity of any open flame in the event the battery leaks liquid or emits an unusual odor. Continued use of your Pocket PC under either of these conditions could cause ignition (i.e., fire) of the leaked battery liquid, or rupture.

Never touch any fluid that might leak from the battery. Such liquid when in contact with the eyes or skin, could cause injury to the skin or eyes. Should the liquid come into contact with the eyes, irrigate the eyes thoroughly with clean water and immediately seek medical attention. In the event the liquid comes into contact with the skin or clothing, wash it away immediately with clean water.

Never attempt to disassemble, repair or make any modification to your Pocket PC. Disassembly, modification or any attempt at repair could cause bodily injury or property damage, as well as damage to the Pocket PC itself.

Failure to follow the above directions concerning use and storage could result in damage to your Pocket PC or bodily injury and property damage due to battery liquid leakage, fire, or rupture.

CAUTION

Never raise the sound volume level to high when using your Pocket PC with earphones. An excessive sound volume level could cause damage to your hearing.

Never touch the liquid that might leak from a broken liquid crystal display. Contact with this liquid could cause a skin rash. If the crystal display liquid should come into contact with the skin or clothing, wash it immediately with clean water.

Never allow infants or small children within reach of your Pocket PC. Infants or small children could injure themselves if allowed access to your Pocket PC.

WARNING

Never attempt to disassemble or repair an AC Adaptor, and never alter their Power Supply Cables or plugs as exposure to electric shock hazards could result.

Always contact an authorized service provider, if repair or replacement is required.

WARNING

Always use the AC Adaptor that has been provided with your Pocket PC.

Bodily injury or property damage could occur as a result of the use of an unauthorized and incompatible AC Adaptor in violation of this Warning.

Never connect or disconnect the AC Adaptor with wet hands. Connecting or disconnecting the AC Adaptor to a power source with wet hands could cause electric shock.

WARNING

Never attempt to connect or disconnect the power plug with damp or wet hands. Connecting or disconnecting the power plug with damp or wet hands could result in an electric shock.

Never leave an open container, such as a cup or glass, containing a liquid near the AC Adaptor. Spilled liquid coming in contact with the AC Adaptor could cause a fire or electric shock.

WARNING

Always ensure the power plug pins are clean and free of dust or other foreign material by wiping the pins with a clean dry cloth. Dust or other foreign material accumulation on the power plug pins could cause fire.

Always unplug the power plug from an outlet by grasping the power plug itself. Never pull on the Power Supply Cable to disconnect the Power Supply Cable from an outlet. Pulling on the Power Supply Cable could cause a fire or electric shock as a result of damage to the Power Supply Cable.

Never use a worn or damaged AC Adaptor Power Supply Cable or plug, or a worn or damaged extension cord or plug. The use of a worn or damaged Power Supply Cable or plug could result in electric shock or fire. Always contact an authorized service provider immediately to obtain a suitable Power Supply Cable replacement.

CAUTION

Never place an AC Adaptor on a wooden surface (or any other surface that could be marred by exposure to heat) while it is in use, since its surface temperature increases during normal use. Always rest it on a suitable heat-insulating material.

Never cover the AC Adaptor with any object while it is in use, and never place it adjacent to a heat source. An excessive temperature increase could detrimentally affect its performance.

Never place a Power Supply Cable near a heat source, as damage to the cord or to its insulation could result.

Always use a surge protector when utilizing the AC Adaptor during an electrical storm. Otherwise, a power surge could result in the loss of stored data.

Insert the power plug to a household electric outlet.

When travelling abroad, never plug the AC Adaptor into a power source that does not correspond to both the voltage and the frequency specified on the rating plate of the unit, as equipment damage will result.

CAUTION

Never bend or twist a Power Supply Cable, and never pull on a Power Supply Cable in an attempt to remove a plug from an outlet. Always grasp the plug directly when unplugging a Power Supply Cable to avoid causing any damage to the cord.

Never plug the AC Adaptor into an overloaded multiple outlet, power strip or surge protector to prevent blowing a fuse or tripping a circuit breaker.

Never place heavy objects on a Power Supply Cable, as that could result in damage to the cord.

Always confirm that the AC Adaptor plug (and the extension cord and plug, if any) have been fully inserted into the receptacle, to assure a secure electrical connection.

CAUTION

Under certain conditions, data may be lost, including:

Misuse of your Pocket PC; Subjecting the main unit of your Pocket PC to static electricity and/or noise; Total loss of electric charge in the battery; and Servicing of your Pocket PC.

Avoid connecting your Pocket PC to an external device such as a computer in an environment likely to be affected by static electricity. For example during low-humidity weather, shuffling your shoes upon a rag can produce static electricity. Before you handle your computer, you should touch a grounded object to discharge any static electricity from your body.

Avoid using your Pocket PC in environments that are likely to be affected by static electricity or are prone to high electrical noise. If you connect your Pocket PC to a computer via the optional docking cradle for data transfer or data restoration purposes, Toshiba will not be responsible for any Pocket PC or computer malfunction, problems with data transfer or data modifications/loss that may occur in these environments.

Use your Pocket PC only in locations with the following ambient environmental conditions:

Under normal operational use with temperatures between 0°C and 40°C (32°F and 104°F); With humidity of 30% to 80%; and When charging the battery with temperatures between 5°C and 40°C (41°F and 104°F).

Do not store or use your Pocket PC in the following locations:

Those subject to extremely high or low temperatures; Dusty locations; and Locations or sites subject to strong vibration.

Use or storage in these location, sites or areas can result in product failure, malfunction or loss of data.

Do not subject your Pocket PC to sudden and severe temperature changes. This could result in moisture condensation in the Pocket PC that could cause damage to your Pocket PC, computer function loss, and/or the loss of data. In the event of moisture condensation, allow your Pocket PC to dry out completely.

It is normal for the AC Adaptor to become warm when charging.

Disconnect the power plug from the outlet when not in use.

Take care not to sit on your Pocket PC when it is located in the back pocket of trousers, etc. This could cause damage to your Pocket PC or malfunction of the Pocket PC functions.

Do not place objects on top of your Pocket PC or drop them on top of your Pocket PC. This could cause damage to your Pocket PC and/or malfunction.

Clean terminals (metallic parts) on a regular basis with a cotton swab. Dirty terminals could affect battery charging.

Never use organic solvents such as benzene or paint thinner to clean your Pocket PC. Use of these solvents can cause deformation or discoloration.

Do not wipe the display with a damp or wet cloth or touch the display with damp or wet hands. Wiping or touching the display under this condition can cause product failure or malfunction. Always use a soft dry cloth to wipe the display.

When using the SD memory card, be sure to read the relevant instruction manual and ensure that you know the proper procedures for their use.

Never subject the card to any severe shock while connected to your Pocket PC. Such a shock can cause damage to the card and a malfunction.

Do not carry your Pocket PC with the card connected to it. This can result in the damage or loss of the card.

Never connect the optional cradle terminals with metallic objects, such as wires. Connecting these terminals with metallic objects may cause the production of excess heat, burns and damage to the charger and/or your Pocket PC.

Lithium-Ion batteries are recyclable. Never dispose of the battery with ordinary waste.

Never bend or twist your Pocket PC. This could cause damage to your Pocket PC or malfunction of the Pocket PC functions.

Supplementary Information: “The product complies with the requirements of the Low Voltage Directive 73/23/EEC and the EMC Directive 89/336/EEC.”

Weitere Informationen: “Das Produkt entspricht den Anforderungen der Niederspannungsrichtlinie Richtlinie 73 23/EG und der EMCRichtlinie 89/336/EG.”

Informations complérnentaires: “Ce produit est conforme aux exigences de la directive sur les basses tensions 73/23/CEE et de la directive EMC 89/336/CEE.”

Información complementaria: “El Producto cumple los requistos de baja tensión de la Directiva 73/23/CEE y la Directiva EMC 89/336/CEE.”

Ulteriori informazioni: “Il prodotto é conforme ai requisiti della direttiva sulla bassa tensione 73/23/EG e la direttiva EMC 89/336/EG.”

Ytterligare information: “Produkten uppfyller kraven enligt lågspänningsdirektiver 73/23/EEC och EMC-direktiv 89/336/EEC.”

Working environment

This product was designed to fulfill the EMC (electromagnetic compatibility) requirements for “residential, commercial and light industry environments”.

Toshiba does not approve the use of this product in working environments other than “residential, commercial and light industry environments”.

For example, the following environments are not recommended:

- Industrial Environments (environments with a main voltage >230V~)
- Medical Environments
- Automotive Environments
- Aircraft Environments

Any consequences resulting from the use of this product in working environments that are not approved are not the responsibility of Toshiba Corporation.

The consequences of the use of this product in non-approved working environments may be:

- Interference with other devices or machines in the nearby surrounding area
- Malfunction of, or data loss from, this product caused by disturbances generated by other devices or machines in the nearby surrounding area

Therefore Toshiba strongly recommends that the electromagnetic compatibility of this product be suitably tested in all non-approved working environments before use. In the case of automobiles or aircraft, the manufacturer or airline respectively should be asked for permission before use of this product.

Furthermore, for general safety reasons, the use of this product in environments with explosive atmospheres is not permitted.

CE compliance

This product and the original options are designed to observe the related EMC (Electromagnetic compatibility) and safety standards. However, Toshiba cannot guarantee that this product still observes these EMC standards if options or cables not produced by Toshiba are connected or implemented. In this case the persons who have connected/implemented those options/cables have to make sure that the system (PC plus options/cables) still fulfils the required standards. To avoid general EMC problems, the following advice should be observed:

- Only CE marked options should be connected/implemented
- Only best shielded cables should be connected

FCC Notice “Declaration of Conformity”

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Only peripherals complying with the FCC class B limits may be attached to this equipment. Operation with non-compliant peripherals or peripherals not recommended by Toshiba is likely to result in interference to radio and TV reception. Shielded cables must be used between the external devices and the computer’s USB ports, external monitor port, PS/2 keyboard port and PS/2 mouse port. Changes or modifications made to this equipment, not expressly approved by Toshiba or parties authorized by Toshiba could void the user’s authority to operate the equipment.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference
2. This device must accept any interference received, including interference that may cause undesired operation.

Canadian Regulatory Information (Canada Only)

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set out in the Radio Interference Regulation of the Canadian Department of Communications.

Note that Canadian Department of Communications (DOC) regulations provide, that changes or modifications not expressly approved by TOSHIBA Corporation could void your authority to operate this equipment.

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la class B respecte toutes les exgences du Règlement sur le matériel brouilleur du Canada.

VCCI Notice (Japan Only) Class BITE

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取扱説明書に従って正しい取り扱いをしてください。

FCC Class B Digital Devices & Peripheral Devices (Declaration of Conformity or Certification Authorization)

Declaration of Conformity Label & Marking Requirements

- User Manual must provide user information in accordance with ±15.19(a)(3), 15.21, 15.27 and 15.105(b):

Instruction Manual Federal Communication Commission Interference Statement

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

FCC Caution: Assure continued compliance (for example, use only shielded interface cables when connecting to computer or peripheral devices). Any changes or modifications not expressly approved by the manufacturer of this device could void the user's authority to operate this equipment.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Responsible Party:	Toshiba America Information Systems, Inc. 9740 Irvine Blvd. Irvine, CA 92618-1697
Telephone Number:	1-800-Toshiba

Table of Contents

Chapter 1 **Getting Started**

Welcome 1-1

Chapter 2 **Basic Skills**

Parts Names and Function 2-1
Battery Switch 2-3
Battery Alarm LED 2-3
How to Use the Stylus 2-4
About the Cursor Button 2-4
About the Scroller 2-4
Hold Switch 2-5
Flash ROM Disk (NAND Flash Memory) 2-5
Battery Charging 2-6
How to Charge the Battery 2-6
How to Prolong Battery Life 2-8
Battery Life. 2-8
Battery Charge Level and Stored Data Protection. 2-9
How to use the Optional USB Host Cable 2-9
Initial Setup 2-10
Using a SD Card 2-11
Connecting to a Computer 2-12
To connect directly using the supplied connection cable: 2-12
To Connect Using the Optional Cradle: 2-13
Today Screen 2-14
Programs 2-15
Navigation Bar and Command Bar 2-17
Pop-up Menus 2-18
Notifications. 2-18

Enter Information on Your Toshiba Pocket PC 2-19
Entering Text Using the Input Panel 2-19
Writing on the Screen 2-21
Drawing on the Screen 2-22
Recording a Message 2-23
Using My Text 2-24
Find and Organize Information 2-24
Customize Your Toshiba Pocket PC 2-25
Adjusting Settings 2-25
Adding or Removing Programs 2-25
Setting Password 2-27
To Set Screen light 2-28
Setting Power 2-30
Setting Memory 2-31
Setting Advanced Sounds 2-32
Setting Microphone 2-32

Chapter 3 **Microsoft ActiveSync**

Chapter 4 **Microsoft Pocket Outlook**
Calendar: Scheduling Appointments and Meetings 4-1
To create an appointment: 4-1
Using the Summary Screen 4-2
Creating Meeting Requests 4-2
Contacts: Tracking Friends and Colleagues 4-3
To find a contact: 4-3
To create a contact: 4-3
Finding a contact 4-3
Using the Summary Screen 4-4
Tasks: Keeping a To Do List 4-4
To create a task: 4-4
Using the Summary Screen 4-5
Notes: Capturing Thoughts and Ideas 4-5
To create a note: 4-6
Inbox: Sending and Receiving Email Messages 4-6
Synchronizing Email Messages 4-6
Using the Message List 4-7
Composing Messages 4-8
To compose a new message: 4-8
Managing Email Messages and Folders 4-8

Chapter 5 **Companion Programs**

Pocket Word. 5-1
Typing Mode 5-2
Writing Mode 5-4
Drawing Mode 5-5
Recording Mode 5-5
Pocket Excel 5-5
Tips for Working in Pocket Excel 5-7
MSN Messenger. 5-7
Setting Up 5-8
Working with Contacts 5-8
Chatting with Contacts 5-9
Windows Media Player 5-11

Chapter 6 **Pocket Internet Explorer**

The Mobile Favorites Folder. 6-1
Favorite Links 6-1
Mobile Favorites 6-2
To save device memory 6-2
Using AvantGo Channels 6-3
Using Pocket Internet Explorer 6-4
To view mobile favorites and channels: 6-5
To browse the Internet: 6-5

Chapter 7 **Getting Connected**

Transferring Items Using Infrared 7-1
Get Help on Connecting 7-2

Chapter 8 **Optional Functions**

Home 8-1
Launching an Application From the Home Screen 8-1
About the Home Screen 8-2
About the Information Window. 8-2
About Running 8-3
Display Icon List. 8-5
Moving Application Icons 8-6
Deleting an Icon. 8-6
Adding an Icon 8-6
Renaming Icons. 8-7
Switching Icon Display. 8-8
Tab Settings 8-8
Background Color and Text Color Setting 8-9
Using DataBackup. 8-10
Making a Backup 8-11

Carrying Out the Restore Operation 8-12
Deleting a Backup File 8-14
Making an Auto Backup 8-14
Setting the World Clock 8-16
TOSHIBA Voice Recorder (TVR) 8-17
Using Text to Speech 8-19
Mail Speech 8-19
Text Speech 8-21
Speech Settings 8-23
Using Voice Command 8-24
Installing the Voice Command 8-24
Setting Up Voice Command 8-25
Global Command 8-25
User Command 8-26
Using Voice Command for Each Application 8-27
Voice Command Settings 8-27
Arrange the Recognition Level of Voice Command 8-31
System Information 8-31
Identity Tab 8-32
Memory Tab 8-32
Drivers Tab 8-32
System Tab 8-32
Tools Menu 8-32

Appendix A **Additional Information**

Troubleshooting A-1
Resetting A-4
Initializing A-4
Specifications A-5

Chapter 1

Getting Started

Welcome

Congratulations on purchasing your Toshiba Pocket PC e400. Due to the size and capabilities of this device, you can keep your most important business and personal information up-to-date and close at hand. Microsoft® ActiveSync® increases the power of your device by allowing you to synchronize the information on your desktop or laptop computer with your device.

Where to Find Information

This book describes your Pocket PC hardware, provides an overview of the programs on your Pocket PC, and explains how to connect your Pocket PC to a computer. For instructions on setting up your Pocket PC and installing ActiveSync, see below.

For programs on your Pocket PC	See this source:
Programs on your Pocket PC	This user's manual and device Help.
Connecting to and synchronizing with a computer	The Quick Start Card or ActiveSync Help on your computer.
Last-minute updates and detailed technical information	The Read Me files, located in the Microsoft ActiveSync folder on the computer and on the Pocket PC Companion CD.
Up-to-date information on your Toshiba Pocket PC e400	**http://www.toshiba.co.jp/worldwide**

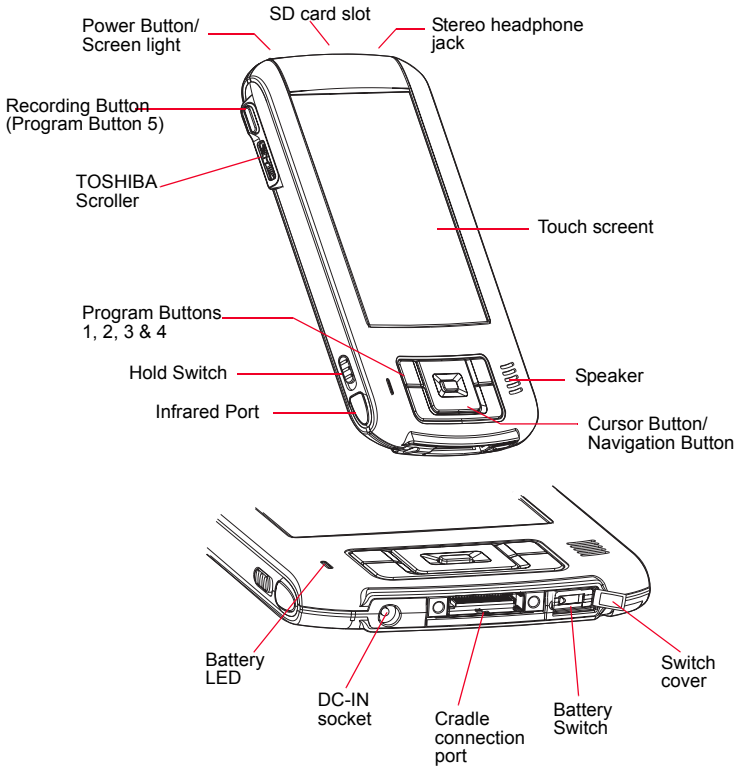
Chapter 2

Basic Skills

Your Toshiba Pocket PC e400 is easy to learn how to use. This chapter describes the use and customization of your Toshiba Pocket PC e400.

Parts Names and Function

Main unit (front view)



Initial Setting of User Programmable Button

Program button 1 = Calendar

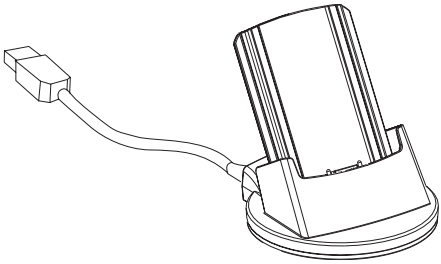
Program button 2 = Tasks

Program button 3 = Home

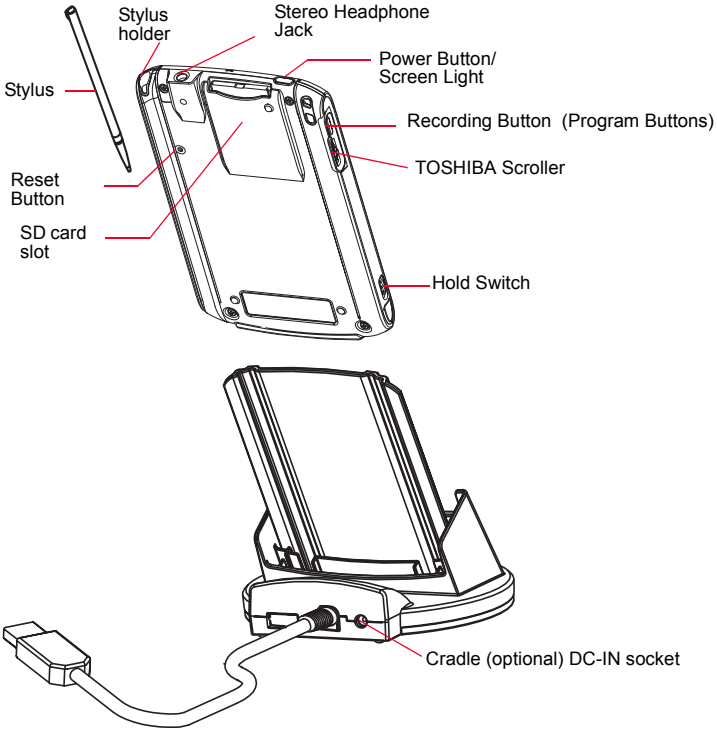
Program button 4 = Contacts

Program button 5 = Voice Recorder

Cradle (Optional)



Main unit (back view)



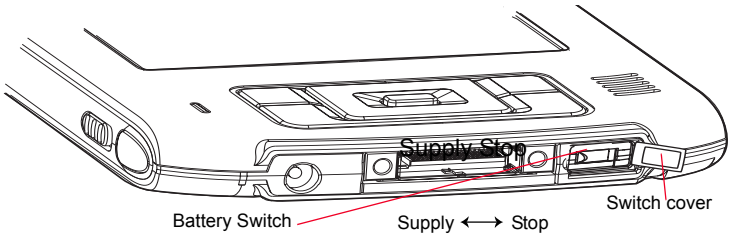
Power Button

The power button turns the unit and the screen light on and off.

Power button	When the power is off	When the power is on
Press and hold.	The power turns on.	The screen light alternately turns on/off.
Press it quickly.	The power turns on.	The power turns off.

Battery Switch

The battery switch supplies/cuts off the battery power to the Toshiba Pocket PC e400.



The setting of this switch at shipment is “stop”. When using the Toshiba Pocket PC e400 for the first time, open the switch cover, then slide this switch to the left (the “supply” side) with the stylus.

Switching the battery switch to the "stop" position at any time will lead to loss of data.

To turn on the battery switch:

1. Open Switch cover.
2. Slide the battery switch to the right.

Battery Alarm LED

The alarm LED indicates the following conditions.

Flashing orange	When the preset alarm time, which was set through **Calendar** or **Tasks**, goes off, the lamp flashes.
Orange	Indicates charging of the battery.
Yellow	The battery charging process is stopped due to the ambient temperature being too high or low. Charge the battery in an ambient temperature of approx. 41°F to 104°F (5°C to 40°C).
Green	Indicates full charge of the battery.

How to Use the Stylus

The stylus is used for menu selection or data input on the touch-screen of the Toshiba Pocket PC e400.

- **Tap:** Touch the screen once with the stylus to open items and select options.
- **Drag:** Hold the stylus on the screen and drag it across to select text and images. Drag in a list to select multiple items.
- **Tap and hold:** Tap and hold the stylus on an item to see a list of actions available for that item. On the pop-up menu that appears, tap the action you want to perform.

When you operate the touch screen of the Toshiba Pocket PC e400, use the supplied stylus.

If the tip of the stylus is damaged, do not use it. If you operate the touch screen with a damaged stylus or a ballpoint pen, the touch screen may be damaged.

When the stylus is damaged, please purchase a new one.

About the Cursor Button

There are 2 modes for cursor button control,

- 4-direction (upper, lower, right or left)
- 8-direction (oblique angles are added).

You can select the either of these two modes by tapping **Settings**, and then **Buttons**. In either mode, you can move a cursor (selection display) on the screen by pressing the upper, lower, right, or left part of the cursor button. You can select a program to launch by pressing the center part of the cursor button.

About the Scroller

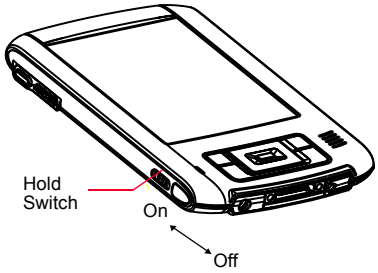
You can move the cursor on the screen by moving the scroller up and down, as well as launching a program by pressing the scroller.

You can also activate the previous window by holding down the scroller until the current window closes. To enable or disable this function, select the mode by tapping **Settings**, and then **Buttons**.

The cursor movement is different depending on the screen. When the cursor is at the right or the left side of the screen, it may not move.

Hold Switch

When the Hold switch is on, Program Buttons 1 through 5, Cursor Button, and Scroller will be disabled. The Hold switch icon will be displayed o the navigation bar. On the contrary, when the Hold switch is off, these buttons will be enabled again.



Flash ROM Disk (NAND Flash Memory)

The Flash ROM Disk (NAND Flash Memory) contains the built-in storage for the Pocket PC.

Data, files or programs can be stored on the Flash ROM Disk from the following sources: File Explorer, Pocket Word, Pocket Excel, Notes of Pocket Outlook, and DataBackup.

Data can be accessed on the Flash ROM Disk by using File Explorer.

1. On the **Start** menu, tap **Programs**, and then **File Explorer**.
2. Open **Local Device** folder, and then tap **Flash ROM Disk**.

To confirm the memory available on the Flash ROM Disk, do the following:

1. On the **Start** menu, tap **Settings**, **System** tab, and then **Memory**.
2. Tap the **Storage Card** tab, and then select **Flash ROM Disk**.

To store data from Pocket Word, Pocket Excel or Notes of Pocket Outlook, open the application and do the following:

1. Select a location for storage by tapping **Tools**, **Options**, and then select either **SD Card** or **Flash ROM Disk.**
2. Tap **OK**

When accessing the data on the Flash ROM Disk, DO NOT turn off the power, reset, or initialize the Pocket PC.

*To store attachments in Inbox of Pocket Outlook, open the application and then **Tools, Options, Storage** Tab. Select **Store attachments on storage card**. This will store the attachments on the Flash ROM Disk.*

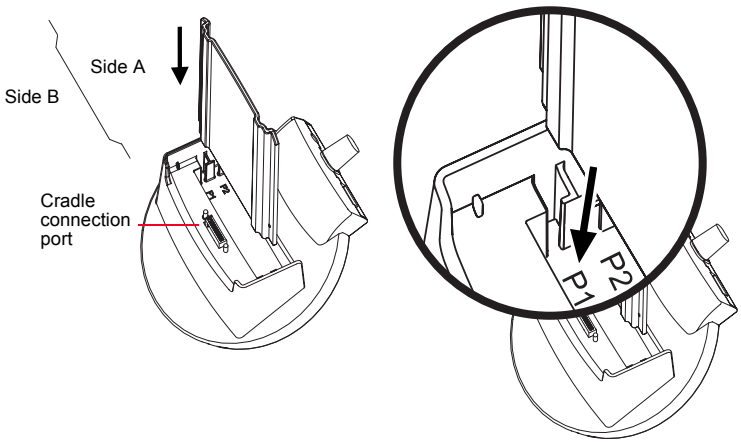
Data stored on the Flash ROM Disk are not backed up. See “Using DataBackup” on page 10. for information on how to make a backup of data on the Flash ROM Disk. Periodic backups of data stored on the Flash ROM Disk is recommended.

Battery Charging

A built-in battery is installed in the Toshiba Pocket PC e400. When using the Toshiba Pocket PC e400 for the first time, set the battery switch to the supply side, and then charge the built-in battery with the supplied AC adapter.

Assembling the Optional Cradle

Prior to charging the battery, the back plate that supports the Toshiba Pocket PC e400 while charging needs to be inserted into the base of the cradle. To do this, insert the transparent plate (side B facing the cradle connection port) into the cradle base to cradle position P1 as shown below.

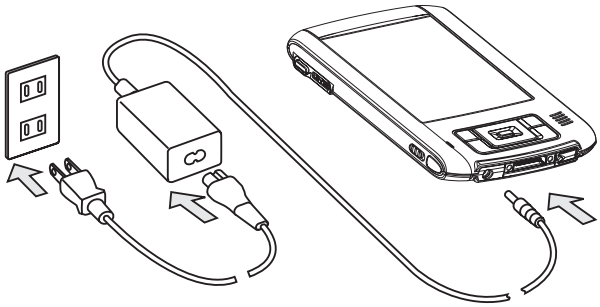


How to Charge the Battery

You can use three charging methods.

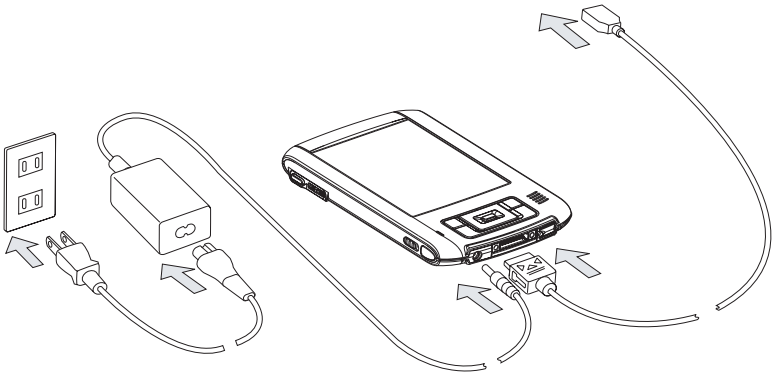
Turn the unit off before connecting the AC Adapter.

Method 1: Connect the supplied AC adapter and the Toshiba Pocket PC e400 as shown in the figure below.

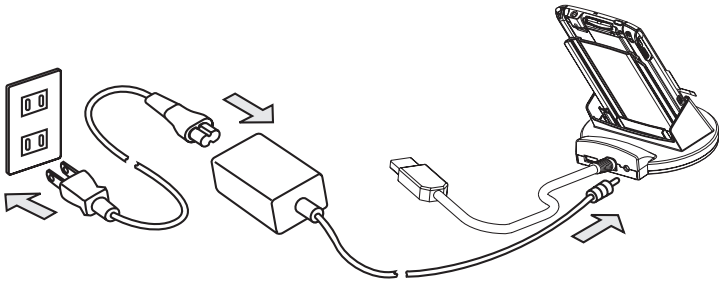


Handling the cord on this product will expose you to lead, a chemical known to the State of California to cause birth defects or other reproductive harm. ***Wash hands after handling.***

Method 2: Connect the Toshiba Pocket PC e400 directly to your computer using the supplied USB Client Cable.



Method 3: Connect the supplied AC adapter and the optional cradle as shown in the figure below, and then insert the Toshiba Pocket PC e400 into the optional cradle.



For charging the battery, maintain an ambient temperature from approx. 41°F to 104°F (5°C to 40°C).

When the lamp glows orange or green, you can use the Toshiba Pocket PC e400.

When the battery is completely charged, the Battery/Alarm LED color will change to green.

How to Prolong Battery Life

- Use the Toshiba Pocket PC e400 with the AC adapter.

  Under the following conditions where the power consumption will be high, please use the AC adapter when:
- Operating while connected to your computer.
- Operating with a storage card or with any other optional equipment.
- In addition,
- Select the short power-off time in the setting menu to shorten the time the unit will remain on if not used (see “Customize Your Toshiba Pocket PC” on page 25).
- Turn off the screen light.
- Set the screen brightness to power saving mode and shortening the light turn-off time (see “Customize Your Toshiba Pocket PC” on page 25).
- Use your unit with an ambient temperature between 59°F and 77°F (15°C and 25°C). This temperature range is the most effective for the battery.
- When you use the Toshiba Pocket PC e400 in high or low temperature environments, the operable time is shortened due to the decrease of the battery capacity.

Battery Life

The built-in battery has a limited life. Repeated charging/discharging of the battery gradually decreases operable time.

- Do not leave the Toshiba Pocket PC e400 in a place of high or low temperature. It may shorten battery life.

If you have not used the Toshiba Pocket PC e400 for several days, its battery charge level reading may be inaccurate. Fully recharge the battery before using.

Battery Charge Level and Stored Data Protection

If the battery charge level becomes extremely low, or is completely discharged, the memory data stored in the Toshiba Pocket PC e400 could be lost.

When the low battery status icon or the alarm message appears, immediately connect the AC adapter to the Toshiba Pocket PC e400 and charge the battery.

The built-in battery gradually discharges even if the device is not being used. When the Toshiba Pocket PC e400 is left for a long time, the built-in battery of the Toshiba Pocket PC e400 may completely discharge.

As a precaution, it is recommended to save the Toshiba Pocket PC's memory data to your computer or to a storage card.

The manufacturer is not responsible for data change or clearance due to battery discharge.

How to use the Optional USB Host Cable

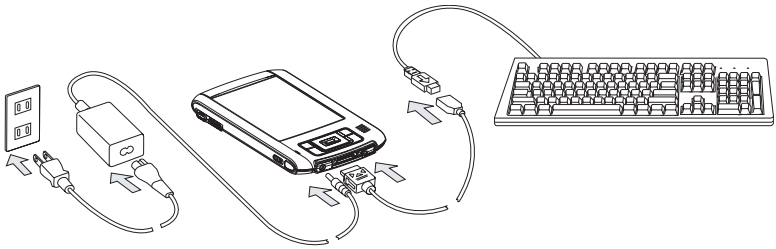
The optional USB Host cable allows you to connect a USB keyboard to the Pocket PC.

To connect a USB keyboard to the Pocket PC:

1. Turn off the power.
2. Plug the optional USB Host cable to the Pocket PC.
3. Connect a USB keyboard to the USB port of the optional USB Host cable.

Charge the battery or connect the AC adapter if the battery power is low.

You cannot use a USB keyboard if the battery power is less than 15%.



Use only a Microsoft Pocket PC compatible keyboard.

Initial Setup

When using the Toshiba Pocket PC e400 for the first time, follow the initial setup procedures below after the battery has been charged.

1. Move the battery switch to the “supply” position. The Toshiba Pocket PC e400 powers on automatically and the Welcome screen appears. Tap the screen to start the following setup.
2. Execute touch screen correction.

   When the align screen appears, tap the center of the cross target with the stylus. The next target position changes upon tapping the target. Five taps complete the positioning correction. The screen then changes to the Stylus screen.

   - If a finger or any other object touches the screen during correction, the correction will be cancelled. Repeat the correction procedure.
3. Read how to use the stylus.
   - Read and understand the stylus operation, and then tap **NEXT**.

For more information on stylus operation, see “How to Use the Stylus” on page 4.

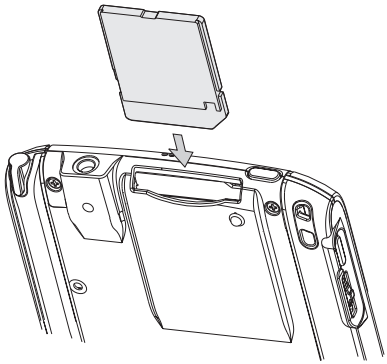
4. Learn the pop-up menu operation.
   - Read the on-screen explanation and then follow the instructions.
   - Display the pop-up menu, and cut and paste the data according to the screen instructions.
   - After you finish the paste operation, this stage is completed. Tap **NEXT**.
5. Set the TIME ZONE.
   - When tapping the right ▼ mark, the city and the time zone lists appear. Tap the desired city and time zone.
   - When the setup is completed, tap **NEXT**.
6. Complete the initial setup.
   - When the Complete screen appears, the initial setup is completed.
   - After tapping the screen, you can use the Toshiba Pocket PC e400.

When you tap the Complete screen, the Today screen appears. For more information on the Today screen, see “Today Screen” on page 14.

Using a SD Card

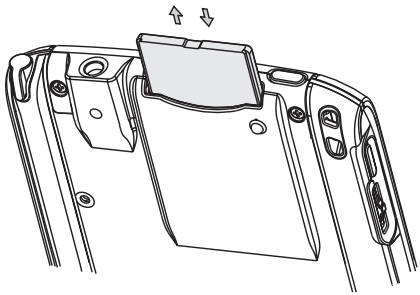
To insert a card:

1. Turn off the power
2. Remove the dummy card.
3. Insert the card with its contact surface (metal contact surface) facing the back of the Toshiba Pocket PC e400.
4. Press down until a clicking sound is heard.



To remove a card:

1. Turn off the power
2. Lightly press down the card until a clicking sound is heard. The card will pop out slightly from the slot.
3. Pull the card straight up to remove.



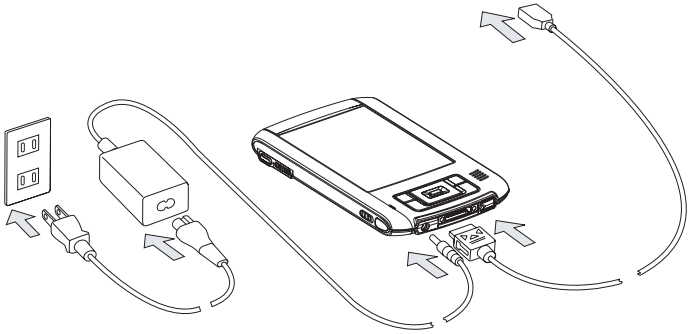
Connecting to a Computer

Before connecting your Toshiba Pocket PC e400 to a computer, check the following.

- ActiveSync has been installed on your computer (see “Microsoft ActiveSync” on page 1)
- Make sure that the Pocket PC and your computer are both turned off.
- The position of connecting port on the computer may differ according to the computer type.

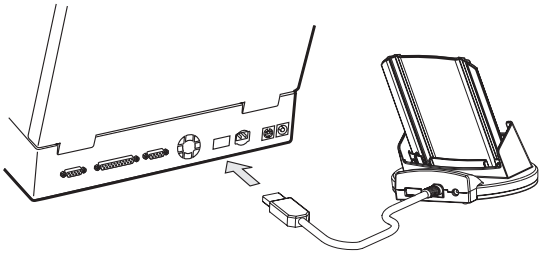
To connect directly using the supplied connection cable:

Connect the Toshiba Pocket PC e400 directly to your computer using the supplied USB Client cable.

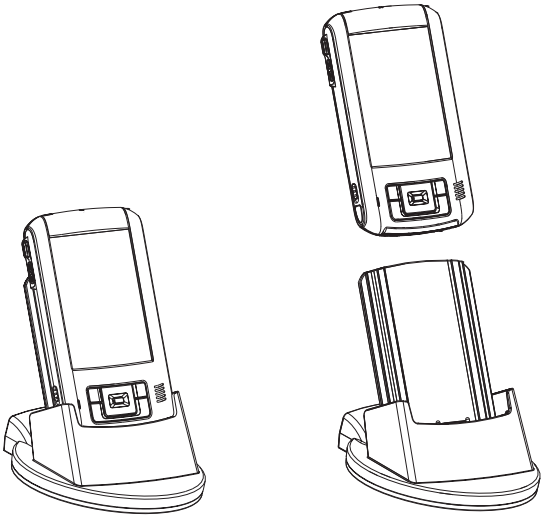


To Connect Using the Optional Cradle:

1. Connect the optional cradle to your computer as shown in the illustration below.



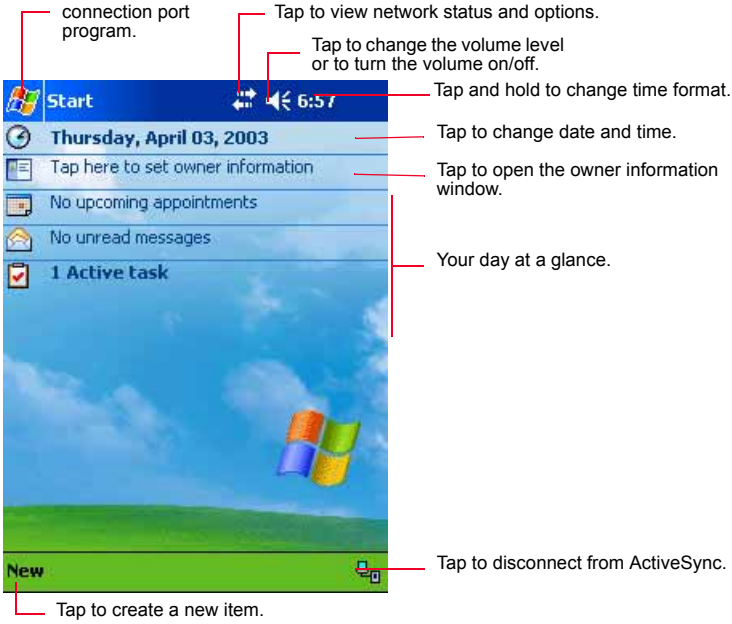
2. Insert the Pocket PC into the optional cradle.



Today Screen

When you turn on your device for the first time each day (or after 4 hours of inactivity), you'll see the Today screen. You can also display it by tapping and then Today. On the Today screen, you can see at a glance important information for the day.

Following are some of the status icons you may see.


connection port program.
Tap to view network status and options.
Tap to change the volume level or to turn the volume on/off.
Start
6:57
Tap and hold to change time format.
Thursday, April 03, 2003
Tap to change date and time.
Tap here to set owner information
Tap to open the owner information window.
No upcoming appointments
No unread messages
1 Active task
Your day at a glance.
New
Tap to disconnect from ActiveSync.
Tap to create a new item.

Following are some of the status icons you may see.

Status Icon	Meaning
	Turns all sounds on and off
	Main battery is charging
	Main battery is low
	Main battery is very low
	Main battery is full

Status Icon	Meaning
	Connection is active
	Connection is inactive
	Synchronization is occurring
	Notification that one or more email messages were received

If more notification icons need to be displayed than there is room to display them, the Notification icon, , will display. Tap the icon to view all notification icons.

Programs

You can switch from one program to another by selecting it from the menu. (You can customize which programs you see on this menu. For information, see “Adjusting Settings,” later in this chapter.) To access some programs, you'll need to tap , **Programs**, and then the program name.

You can also switch to some programs by pressing a user programmable button. Your device has one or more user programmable buttons located on the front or side of the device. The icons on the buttons identify the programs they switch to.

Some programs have abbreviated labels for check boxes and drop-down menus. To see the full spelling of an abbreviated label, tap and hold the stylus on the label. Drag the stylus off the label so that the command is not carried out.

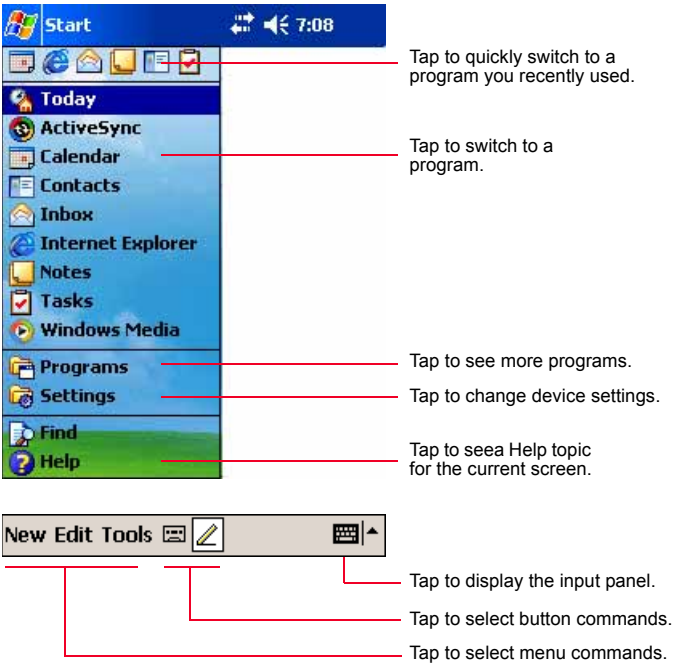
The following table contains a partial list of programs that are on your device. Look on the Toshiba Pocket PC Companion CD for additional programs that you can install onto your device.

Icon	Program	Meaning
	ActiveSync	Synchronize information between your Pocket PC and computer.
	Calendar	Keep track of your appointments and create meeting requests.
	Contacts	Keep track of your friends and colleagues.
	Inbox	Send and receive email messages.
	Pocket Internet Explorer	Browse Web sites, and download new programs and files from the Internet.
	Notes	Create handwritten or typed notes, drawings, and recordings.
	Tasks	Keep track of your tasks.
	Pocket Excel	Create new workbooks or view and edit Excel workbooks created on your computer.
	MSN Messenger	Send and receive instant messages with your MSN Messenger contacts.
	Pocket Word	Create new documents or view and edit Word documents created on your computer.

Navigation Bar and Command Bar

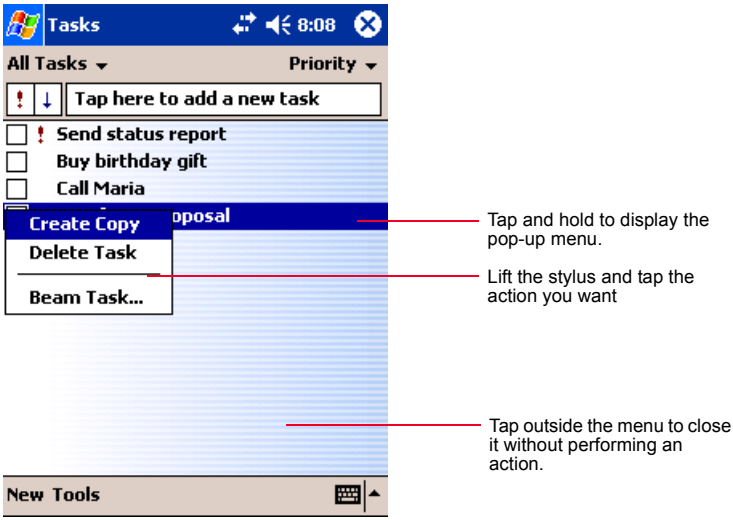
The navigation bar is located at the top of the screen. It displays the active program and current time, and allows you to switch to programs and close screens.

Use the command bar at the bottom of the screen to perform tasks in programs. The command bar includes menu names, buttons, and the Input Panel button. To create a new item in the current program, tap **New**. To see the name of a button, tap and hold the stylus on the button. Drag the stylus off the button so that the command is not carried out.



Pop-up Menus

With pop-up menus, you can quickly choose an action for an item. For example, you can use the pop-up menu in the contact list to quickly delete a contact, make a copy of a contact, or send an email message to a contact. The actions in the pop-up menus vary from program to program. To access a pop-up menu, tap and hold the stylus on the item name that you want to perform the action on. When the menu appears, lift the stylus, and tap the action you want to perform. To close the menu without performing an action, tap anywhere outside the menu.



Notifications

Your device reminds you in a variety of ways when you have something to do. You can be notified in any of the following ways:

- A message box appears on the screen
- A sound, which you can specify, is played
- A light flashes on your device

To choose reminder types and sounds for your device, tap and then **Settings**. In the **Personal** tab, tap **Sounds & Notifications**. The options you choose here apply throughout the device.

Enter Information on Your Toshiba Pocket PC

You have several options for entering new information:

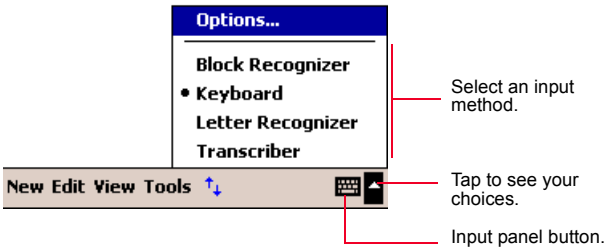
- Use the input panel to enter typed text, either by using the soft keyboard or other input method
- Write directly on the screen
- Draw pictures on the screen
- Speak into your device microphone to record a message
- Use Microsoft® ActiveSync® to synchronize or copy information from your computer to your device. For more information on ActiveSync, see ActiveSync Help on your computer.

Entering Text Using the Input Panel

Use the input panel to enter information in any program on your device.

You can either type using the soft keyboard or write using Letter Recognizer or Block Recognizer. In either case, the characters appear as typed text on the screen.

To show or hide the input panel, tap **Input Panel**. Tap the arrow next to the Input Panel button to see your choices.



When you use the input panel, your device anticipates the word you are typing or writing and displays it above the input panel. When you tap the displayed word, it is inserted into your text at the insertion point. The more you use your device, the more words it learns to anticipate.

*To change word suggestion options, such as the number of words suggested at one time, tap , **Settings**, **Personal** tab, **Input**, and then the **Word Completion** tab.*

To type with the soft keyboard:

1. Tap the arrow and then **Keyboard**.
2. On the soft keyboard that is displayed, tap the keys with your stylus.

*To use larger keys, tap the arrow, **Options**, select **Keyboard** in **Input method**, and then select **Large Keys**.*

To use Letter Recognizer:

With Letter Recognizer you can write letters using the stylus just as you would on paper.

1. Tap the arrow and then **Letter Recognizer**.
2. Write a letter in the box.

When you write a letter, it is converted to typed text that appears on the screen. For specific instructions on using Letter Recognizer, with Letter Recognizer open, tap the question mark next to the writing area.

To use Block Recognizer:

With Block Recognizer you can input character strokes using the stylus that are similar to those used on other devices.

1. Tap the arrow and then **Block Recognizer**.
2. Write a letter in the box

When you write a letter, it is converted to typed text that appears on the screen. For specific instructions on using Block Recognizer, with Block Recognizer open, tap the question mark next to the writing area.

To use Transcriber:

With Transcriber you can write anywhere on the screen using the stylus just as you would on paper. Unlike Letter Recognizer and Block Recognizer, you can write a sentence or more of information. After you finish writing, pause and let Transcriber change the written characters to typed characters.

1. Tap the arrow and then **Transcriber**.
2. Write anywhere on the screen.

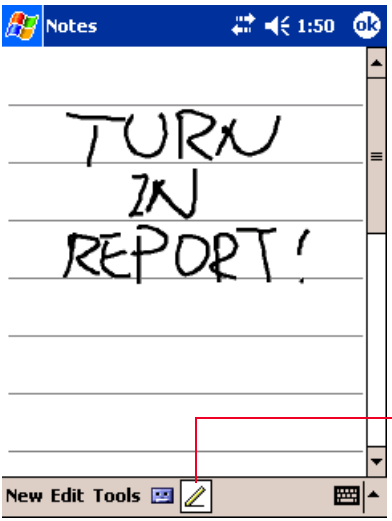
For specific instructions on using Transcriber, with Transcriber open, tap the question mark in the lower, right-hand corner of the screen.

Writing on the Screen

In any program that accepts writing, such as the **Notes** program, the Notes tab in Calendar, Contacts, and Tasks, you can use your stylus to write directly on the screen. Write the way you do on paper. You can edit and format what you've written and convert the information to text at a later time.

To write on the screen:

- Tap **Pen** to switch to writing mode. This action displays lines on the screen to help you write.



Some programs that accept writing may not have the Pen button. See the documentation for that program to find out how to switch to writing mode.

To select writing:

If you want to edit or format writing, you must select it first.

1. Tap and hold the stylus next to the text you want to select until the insertion point appears.
2. Without lifting, drag the stylus across the text you want to select.

If you accidentally write on the screen, tap **Tools**, then **Undo** and try again. You can also select text by tapping **Pen** to deselect it and then dragging the stylus across the screen.

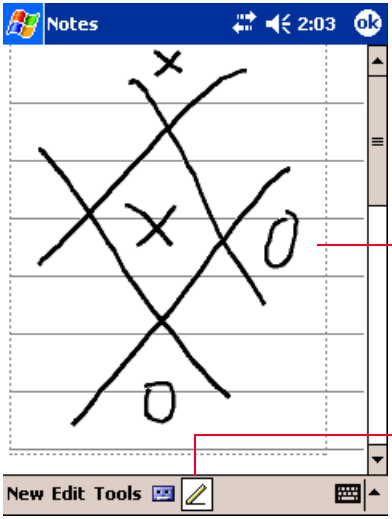
You can cut, copy, and paste written text in the same way you work with typed text: tap and hold the selected words and then tap an editing command on the pop-up menu or tap the command on the **Edit** menu.

Drawing on the Screen

You can draw on the screen in the same way that you write on the screen. The difference between writing and drawing on the screen is how you select items and how they can be edited. For example, selected drawings can be resized, while writing cannot.

To create a drawing

- Cross three ruled lines on your first stroke. A drawing box appears. Subsequent strokes in or touching the drawing box become part of the drawing. Drawings that do not cross three ruled lines will be treated as writing.



*You may want to change the zoom level so that you can more easily work on or view your drawing. Tap **Tools** and then a zoom level.*

To select a drawing

If you want to edit or format a drawing, you must select it first.

- Tap and hold the stylus on the drawing until the selection handle appears. To select multiple drawings, deselect Pen and then drag to select the drawings you want.

You can cut, copy, and paste selected drawings by tapping and holding the selected drawing and then tapping an editing command on the pop-up menu, or by tapping the command on the **Edit** menu. To resize a drawing, make sure the Pen button is not selected, and drag a selection handle.

Recording a Message

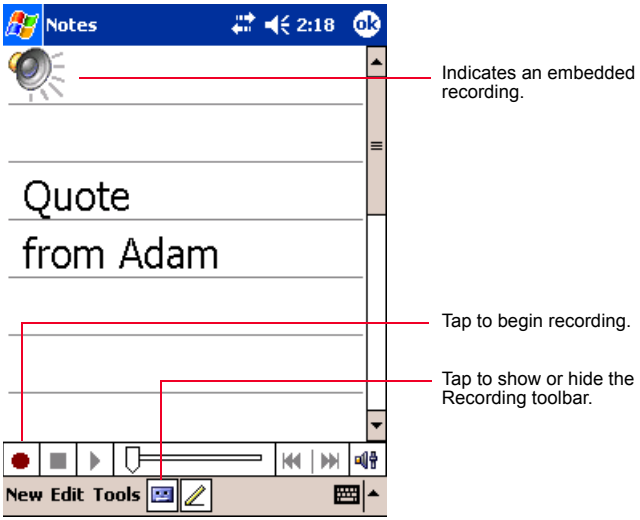
In any program where you can write or draw on the screen, you can also quickly capture thoughts, reminders, and phone numbers by recording a message. In Calendar, Tasks, and Contacts, you can include a recording in the **Notes** tab. In the Notes program, you can either create a standalone recording or add a recording to an existing note. If you want to add a recording in a note, open the note first. In the Inbox program, you can add a recording to an email message.

To create a recording:

1. If you do not see the Record/Playback toolbar, tap .
2. Hold your mobile device's microphone near your mouth or other source of sound.
3. Tap and make your recording.
4. Tap when finished. If you are recording in an open note, an icon will appear in the note. If you are creating a stand-alone recording, it will appear in the note list.

You can quickly create a recording by holding down the Record hardware button. When you hear the beep, begin your recording. Release the button when you are finished. The new recording is stored in the open note or as a stand-alone recording if no note is open.

To play a recording, tap the recording icon in the open note or tap the recording in the note list.

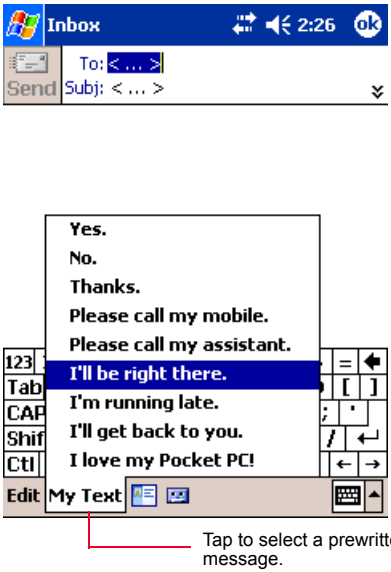


Using My Text

When using Inbox or MSN Messenger, use My Text to quickly insert preset or frequently used messages into the text entry area. To insert a message, tap **My Text** and tap a message.

You can add text after inserting a My Text message before sending it.

To edit a My Text message, tap **Tools** and then **Edit My Text Messages**.Select the message you wish to edit and make desired changes.



Find and Organize Information

The Find feature on your device helps you quickly locate information.

- On the menu, tap **Find**. Enter the text you want to find, select a data type, and then tap **Go** to start the search.

*To quickly find information that is taking up storage space on your Pocket PC, select **Larger than 64 KB** in **Type**.*

A ! next to a file name indicates the file is saved on a storage card.

You can also use the File Explorer to find files on your device and to organize these files into folders.

1. On the menu, tap **Programs**, and then select **File Explorer**.
2. Tap **My Device**, and then tap to open any folder.

3. To change folders, tap **My Device**, point to your folder, and then tap to open. Tapping **Name** allows you to sort the folders by ascending or descending order.
4. To create a new folder, tap and hold on the screen, and then select **New Folder** from the pop-up window.

*You can move files in File Explorer by tapping and holding the item you want to move, and then tapping **Cut** or **Copy** and **Paste** on the pop-up menu.*

Customize Your Toshiba Pocket PC

You can customize your device by adjusting device settings and installing additional software.

Adjusting Settings

You can adjust device settings to suit the way you work. To see available options, tap , **Settings**, then the **Personal** or **System** tab located at the bottom of the screen.

You might want to adjust the following:

- **Clock**, to change the time or to set alarms
- **Menus**, to customize what appears on the menu, and to enable a pop-up menu from the **New** button
- **Owner Information**, to enter your contact information
- **Password**, to limit access to your device
- **Power**, to maximize battery life
- **Today**, to customize the look and the information that is displayed on the Today screen

Adding or Removing Programs

Programs added to your device at the factory are stored in ROM (read-only memory). You cannot remove this software, and you'll never accidentally lose ROM contents. ROM programs can be updated using special installation programs with a *.xip extension. All other programs and data files added to your device after factory installation are stored in RAM (random access memory).

You can install any program created for your device, as long as your device has enough memory. The most popular place to find software for your device is on the Pocket PC Web site (http://www.microsoft.com/mobile/pocketpc).

To add programs using ActiveSync

You'll need to install the appropriate software for your device on your computer before installing it on your device.

1. Determine your device and processor type so that you know which version of the software to install. Tap and then **Settings**. On the **System** tab, tap **About**. In the **Version** tab, make a note of the information in **Processor**.
2. Download the program to your computer (or insert the CD or disk that contains the program into your computer). You may see a single *.xip, *.exe, or *.zip file, a Setup.exe file, or several versions of files for different device types and processors. Be sure to select the program designed for the Toshiba Pocket PC e400 and your device processor type.
3. Read any installation instructions, Read Me files, or documentation that comes with the program.

   Many programs provide special installation instructions.
4. Connect your device and computer.
5. Double-click the *.exe file.

- If the file is an installer, the installation wizard will begin. Follow the directions on the screen. Once the software has been installed on your computer, the installer will automatically transfer the software to your device.
- If the file is not an installer, you will see an error message stating that the program is valid but it is designed for a different type of computer. You will need to move this file to your device. If you cannot find any installation instructions for the program in the Read Me file or documentation, use ActiveSync Explore to copy the program file to the Program Files folder on your device. For more information on copying files using ActiveSync, see ActiveSync Help.

Once installation is complete, tap , **Programs**, and then the program icon to switch to it.

To add a program to the Start menu

Tap , **Settings**, **Menus**, the **Start Menu** tab, and then the check box for the program. If you do not see the program listed, you can either use File Explorer on the device to move the program to the Start Menu folder, or use ActiveSync on the computer to create a shortcut to the program and place the shortcut in the Start Menu folder.

- **Using File Explorer on the device:** Tap , **Programs**, **File Explorer**, and locate the program (tap the folder list, labelled **My Documents** by default, and then My Device to see a list of all folders on the device). Tap and hold the program and tap **Cut** on the pop-up menu. Open the Start Menu folder located in the Windows folder, tap and hold a blank area of the window, and tap **Paste** on the pop-up menu. The program will now appear on the menu. For more information on using File Explorer, see "Find and Organize Information" on page 24.
- **Using ActiveSync on the computer:** Use the Explorer in ActiveSync to explore your device files and locate the program. Right click the program, and then click **Create Shortcut**. Move the shortcut to the Start Menu folder in the Windows folder. The shortcut now appears on the menu. For more information, see ActiveSync Help.

To remove programs

- Tap and then **Settings**. On the **System tab**, tap **Remove Programs**

If the program does not appear in the list of installed programs, use File Explorer on your device to locate the program, tap and hold the program, and then tap **Delete** on the pop-up menu.

Setting Password

You can protect data or settings from a third person by setting a password which is requested when turning power on.

1. Tap and then **Settings**. On the **Personal** tab, tap **Password**.
2. Select the type of password you would like to use.
3. Enter a password and tap **OK**.
4. Tap **YES** on the confirmation screen. The password is saved and the screen returns to the **Personal** tab screen.

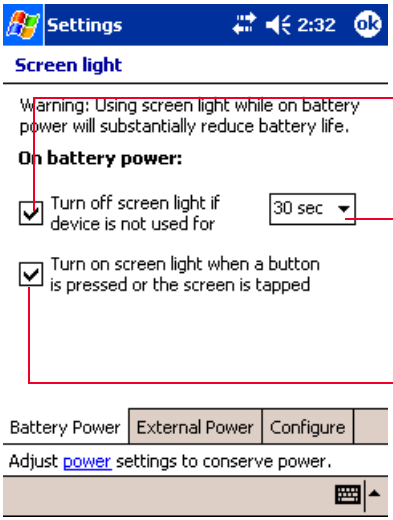
*If you tap **YES** on the confirmation screen to return to the Personal tab screen, it becomes necessary to enter the password even for displaying the Password setting screen.*

In case you forget the password, it is necessary to initialize the Pocket PC. Please note that when initialization is executed, data or settings stored in the Pocket PC are all deleted.

To Set Screen light

You can set the screen brightness for better sight according to a place of use. You can also set the time that elapses until the screen light turns off automatically after the last operation.

1. Tap and then **Settings**. On the **System** tab, tap **Screen light**.
2. Set the Screen light on battery power.


Settings
2:32
ok
Screen light
Warning: Using screen light while on battery power will substantially reduce battery life.
On battery power:
Turn off screen light if device is not used for
30 sec
Turn on screen light when a button is pressed or the screen is tapped
Battery Power
External Power
Configure
Adjust power settings to conserve power.

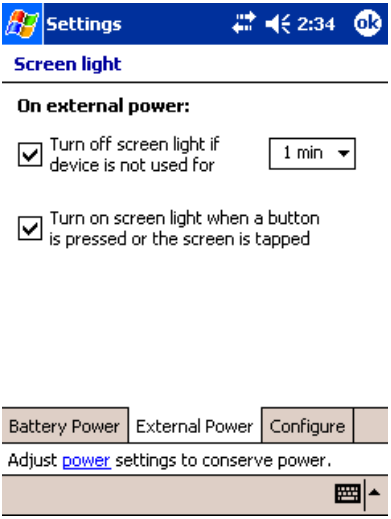
Check to activate power save mode. It will make the screen light turn off automatically when the Pocket PC has not been used for a user-set amount of time.

Set the time that elapses until the screen light turns off automatically.

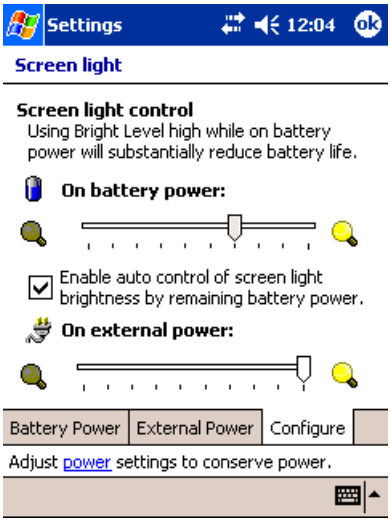
Check to make the screen light turn on automatically when a button is pressed or the screen is tapped.

Screen light control over the screen brightness is dependent upon the battery capacity; when battery power is low, this feature does not work.

-or set the screen light on External power



3. Set the Brightness level

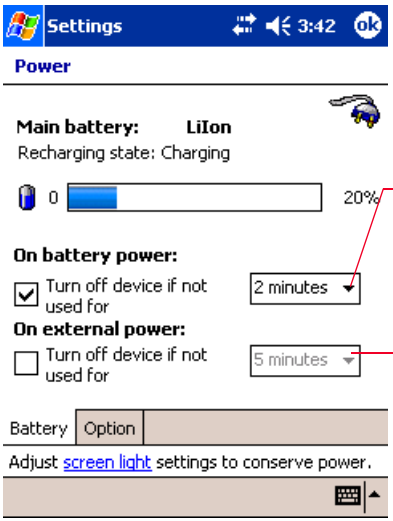


4. When finished, tap **OK** to return to the System tab screen.

Setting Power

You can set to confirm the battery remaining power and the time that elapses until the power turns off after the last operation.

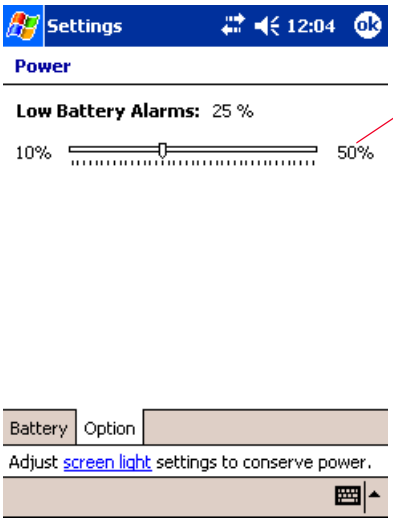
1. Tap and then **Settings**. On the **System** tab, tap **Power**.
2. Set the Power.



Options are 1, 2,3,4, and 5 minutes until device will turn off in battery-powered mode if not used. Check box to left to engage this feature.

Options are 1, 2, 5,10, 15 and 30 minutes until device will turn off in external-powered mode if not used. Check box to left to engage this feature.

3. Select **Option** tab to adjust when the battery alarm will come on.



Battery alarm can be adjusted to go off from 10% to 50% of full charge.

4. When finished, tap **OK** to return to the System tab screen.

Setting Memory

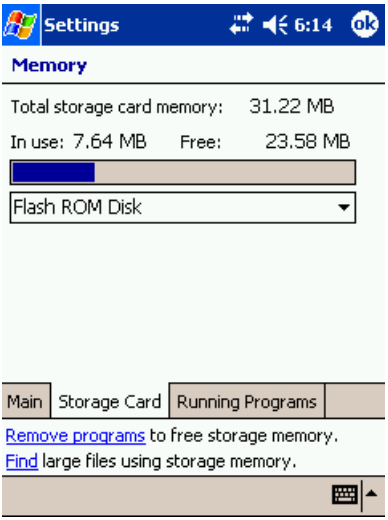
You can adjust the data storing memory and the program running memory. You can also confirm the free space of a storage card and so on. Memory for the Pocket PC is managed automatically.

To change Memory allocation:

1. Tap and then **Settings**. On the **System** tab, tap **Memory** to display the Memory setting screen.
2. Drag the knob right or left to adjust the memory allocation between Storage and Program.
3. When finished, tap **OK** to return to the System tab screen.

To confirm usage status of a storage card:

1. Tap **Storage card** tab on the Memory setting screen.



2. When finished, tap **OK** to return to the System tab screen.

To release memory:

If memory is running short of its capacity, i.e., error message display, the following methods are available to release the memory.

- Transfer data to a storage card and the like and delete them from the Pocket PC.
- Delete unnecessary files.
- Quit a program in execution.
- Delete a program not in use.

For more information on detailed operation method or the memory release method other than the above, see online help.

Setting Advanced Sounds

This program allows you to adjust the volume of the built-in speaker and headphone speaker on your Pocket PC. To adjust the system volume, tap **Start**, **Settings**, **Personal tab**, then **Sounds & Notifications**.

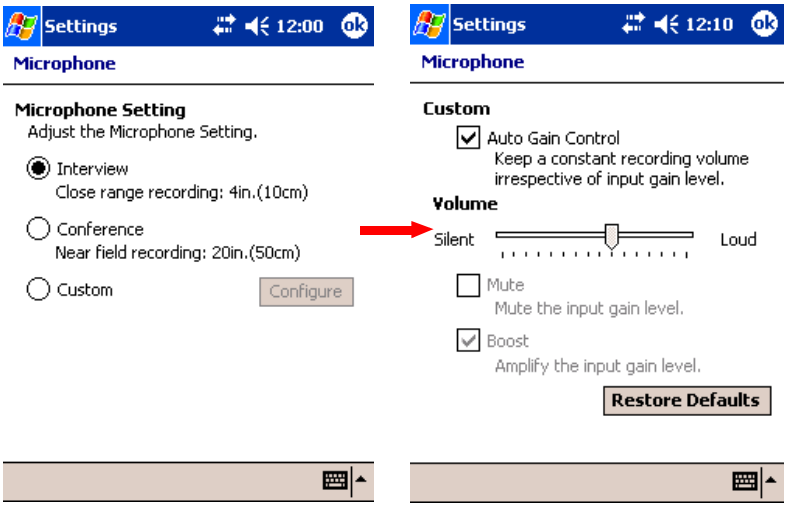
1. Tap **Start** and then **Settings**. On the **System** tab, tap **Advanced Sounds**.
2. Select the **Built-in** tab and adjust the volume of the built-in speaker.
3. Select the **Tone Control** tab and adjust the treble and bass.
4. If using headphones, select the **Headphone** tab and make adjustments.

Setting Microphone

The Toshiba Pocket PC e400 has three settings that adjust the built-in microphone levels to capture the highest quality recordings:

- Interview—Use this when recording within 4 inches (10 cm).
- Conference—Use this when recording over 4 inches and less than 20 inches (50 cm).
- Custom—Use this when you want to the most control over your recording. You can select between Auto Gain Control (AGC) and manual gain settings that either increase, decrease or set a limit on the recording level.

1. Tap **Start**, then **Settings**. On the **System** tab, tap **Microphone**.
2. Select one of the tress setting. If you select **Custom**, tap **Configure** to adjust the recording levels. When Auto Gain Control is selected, control over Volume, Mute and Bass is not available.



Microphone settings can be controlled by third-party applications.

Chapter 3

Microsoft ActiveSync

Using Microsoft® ActiveSync®, you can synchronize the information on your computer with the information on your Pocket PC. Synchronization compares the data on your device with your computer and updates both with the most recent information. For example:

- Keep Pocket Outlook data up-to-date by synchronizing your device with Microsoft Outlook data on your computer.
- Synchronize Microsoft Word and Microsoft Excel files between your device and computer.

  Your files are automatically converted to the correct format.

By default, ActiveSync does not automatically synchronize all types of information. Use ActiveSync options to turn synchronization on and off for specific information types.

With ActiveSync, you can also:

- Change synchronization settings and synchronization schedule.
- Copy files between your device and PC.
- Back up and restore device information.
- Add and remove programs on your device

Before you begin synchronization, install ActiveSync on your computer from the Toshiba Pocket PC Companion CD. ActiveSync is already installed on your device.

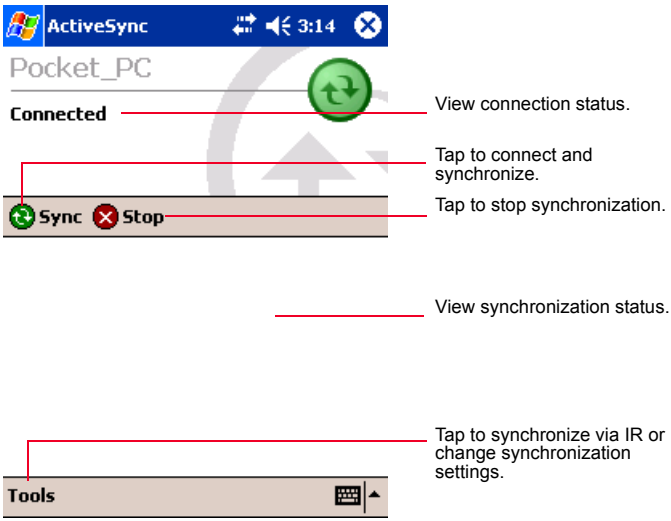
After installation is complete, the ActiveSync Setup Wizard helps you connect your Pocket PC to your computer, set up a partnership so you can synchronize information between your Pocket PC and your computer, and customize your synchronization settings. Your first synchronization process will automatically begin when you finish using the wizard.

After your first synchronization, take a look at Calendar, Contacts, and Tasks on your device. You'll notice that information you've stored in Microsoft Outlook on your computer has been copied to your device, and you didn't have to type a word. Disconnect your device from your computer and you're ready to go!

Once you have set up ActiveSync and completed the first synchronization process, you can initiate synchronization from your device. To switch to ActiveSync on your device, tap , and then tap **ActiveSync**.

For information about using ActiveSync on your computer, start ActiveSync on your computer and then see ActiveSync Help.

For more information about ActiveSync on your device, switch to ActiveSync, tap , and then tap **Help**.



Chapter 4

Microsoft Pocket Outlook

Microsoft® Pocket Outlook includes Calendar, Contacts, Tasks, Inbox, and Notes. You can use these programs individually or together. For example, email addresses stored in Contacts can be used to address email messages in Inbox.

Using ActiveSync® you can synchronize information in Microsoft Outlook or Microsoft Exchange on your computer with your device. You can also synchronize this information directly with a Microsoft Exchange server. Each time you synchronize, ActiveSync compares the changes you made on your device and computer or server and updates both with the latest information. For information on using ActiveSync, see ActiveSync Help on the computer.

You can switch to any of these programs by tapping them on the menu.

Calendar: Scheduling Appointments and Meetings

Use Calendar to schedule appointments, including meetings and other events. You can check your appointments in one of several views (Agenda, Day, Week, Month, and Year) and set Calendar to remind you of appointments with a sound or other method.

*You can customize the Calendar display, such as changing the first day of the week, by tapping **Options** on the **Tools** menu.*

To create an appointment:

1. If you are in Day or Week view, tap the desired date and time for the appointment.
2. Tap **New**.
3. Using the input panel, enter a description and a location. Tap first to select the field. You can also tap and select available, predefined text or locations.
4. If needed, tap the date and time to change them.
5. Enter other desired information. You will need to hide the input panel to see all available fields.

6. To add notes, tap the **Notes** tab. You can enter text, draw maps, or create directions or recordings. For more information on creating notes, see “Notes: Capturing Thoughts and Ideas” on page 5.
7. When finished, tap **OK** to return to the calendar (the appointment is automatically saved).

*If you select **Remind me** in an appointment, your device will remind you according to the options you have set.*

Using the Summary Screen

When you tap an appointment in Calendar, a summary screen is displayed. To change the appointment, tap **Edit** on the command bar.

Creating Meeting Requests

You can use Calendar to set up meetings with users of Outlook or Pocket Outlook. The meeting request will be created automatically and sent either when you synchronize Inbox or when you connect to your email server. Indicate how you want meeting requests sent by tapping Tools and then Options. If you send and receive email messages through ActiveSync, select **ActiveSync**.

To schedule a meeting:

1. Create an appointment by tapping **New**.
2. In the appointment details, hide the input panel, and then tap **Attendees**.
3. From the list of email addresses you've entered in Contacts, select the meeting attendees.

The meeting notice is created automatically and placed in the Outbox folder.

For more information on sending and receiving meeting requests, see Calendar Help and Inbox Help on the device.

Contacts: Tracking Friends and Colleagues

Contacts gives you quick and easy access to a list of your friends and colleagues. Using the device infrared (IR) port, you can quickly share Contacts information with other device users.

*To change the way information is displayed in the list, tap **Tools**, then **Options**.*

To find a contact:

1. Tap **All Contacts** to select the category of contacts you want displayed in the list.
2. Tap **Find a name** and enter of a name to quickly find it in the list.
3. Tap the screen to see additional phone numbers and email address for the contact.
4. Tap on the contact to display or edit the contact details.
5. Tap and hold on the contact to display a pop-up menu of actions.

To create a contact:

1. Tap **New**.
2. Using the input panel, enter a name and other contact information. You will need to scroll down to see all available fields (use the scroll box or scroll arrows).
3. To assign the contact to a category, scroll to and tap **Categories** and select a category from the list. In the contact list, you can display contacts by category.
4. To add notes, tap the **Notes** tab. You can enter text, draw maps, or create directions or recordings. For more information on creating notes, see “Notes: Capturing Thoughts and Ideas” on page 5.
5. When finished, tap **OK** to return to the contact list.

Finding a contact

There are four ways to find a contact:

- Tap , then **Find**, enter the contact name (first, last, or middle), phone number, or address, select **Contacts** for the type, and then tap **Go**.
- From Contacts, start typing a contact name until you see it displayed on the screen. To show all contacts again, tap the text box at the top of the screen and clear the text, or tap the arrow icon to the right of the text box.
- In the contact list, tap the category list (labeled **All Contacts** by default) and tap the category to which you've assigned a contact. To show all contacts again, select **All Contacts**.
- To view the names of companies your contacts work for, in the contact list, tap **View**, and then **By Company**. The number of contacts that work for that company will be displayed to the right of the company name.

Using the Summary Screen

When you tap a contact in the contact list, a summary screen is displayed. To change the contact information, tap **Edit** and make the changes.

Tasks: Keeping a To Do List

Use Tasks to keep track of things you need to do.

1. Tap **All Tasks** to select the category of tasks you want displayed.
2. Tap the task to display or edit. Tapping **Priority** allows you to sort the folders by ascending or descending order.

*To change the way information is displayed in the list, tap **Tools** and then **Options**.*

To create a task:

1. Tap **New**.
2. Using the input panel, enter a description.
3. You can enter a start date and due date or enter other information by first tapping the field. If the input panel is open, you will need to hide it to see all available fields.
4. To assign the task to a **category**, tap **Categories** and select a category from the list. In the task list, you can display tasks by category.
5. To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see "Notes: Capturing Thoughts and Ideas" later in this chapter.
6. When finished, tap **OK** to return to the task list.

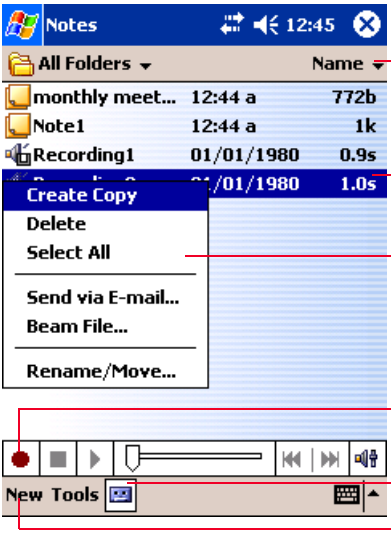
*To quickly create a task with only a subject, tap **Entry Bar** on the **Tools** menu. Then, tap **Tap here to add a new task** and enter your task information.*

Using the Summary Screen

When you tap a task in the task list, a summary screen is displayed. To change the task, tap **Edit** and make the changes.

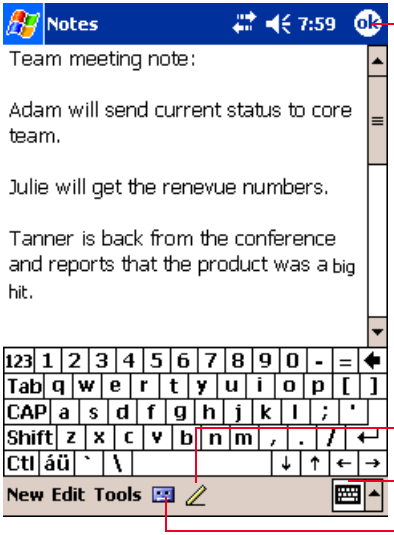
Notes: Capturing Thoughts and Ideas

Quickly capture thoughts, reminders, ideas, drawings, and phone numbers with Notes. You can create a written note or a recording. You can also include a recording in a note. If a note is open when you create the recording, it will be included in the note as an icon. If the note list is displayed, it will be created as a stand-alone recording.



To create a note:

1. Tap **New**.
2. Create your note by writing, drawing, typing, and recording. For more information about using the input panel, writing and drawing on the screen, and creating recordings, see Chapter 2.


Notes
7:59
ok
Team meeting note:
Adam will send current status to core team.
Julie will get the renevue numbers.
Tanner is back from the conference and reports that the product was a big hit.
New Edit Tools
Tap to return to the note list (the note is saved automatically).
Tap to write on the screen.
Tap to show or hide the input panel.
Tap to add a recording to the note.

Inbox: Sending and Receiving Email Messages

Use Inbox to send and receive email messages by synchronizing email messages with Microsoft Exchange or Microsoft Outlook on your PC.

Synchronizing Email Messages

Email messages can be synchronized as part of the general synchronization process. You will need to enable Inbox synchronization in ActiveSync. For information on enabling Inbox synchronization, see ActiveSync Help on the PC.

During synchronization:

- Messages are copied from the Inbox folder on your PC or Exchange server to the Inbox folder on your device. By default, you'll receive messages from the last three days only, the first 100 lines of each new message, and file attachments of less than 100 KB in size.
- Messages in the Outbox folder on your device are transferred to Exchange or Outlook and then sent from those programs.
- The messages on the two computers are linked. When you delete a message on your device, it's deleted from your PC the next time you synchronize.
- Messages in subfolders or other email folders in Outlook are synchronized only if they have been selected for synchronization in ActiveSync.

Using the Message List

Messages you receive are displayed in the message list. By default, the most recently received messages are displayed first in the list.

To read your messages:

1. Tap **Inbox** to select the service and folder you want to display.
2. Tap the message to open. Tap and hold on the message to display a pop-up menu of actions.
3. Tapping **Received Date** allows you to sort the messages by ascending or descending order
4. To connect, send and receive email, tap the **Send/Receive** icon on the command bar.
5. To connect to a selected account, tap the **Account** icon on the command bar.

*Unread messages are displayed in **bold**. When multiple messages appear, use the scroll arrows on the command bar to view the previous or next message.*

To respond to a received message:

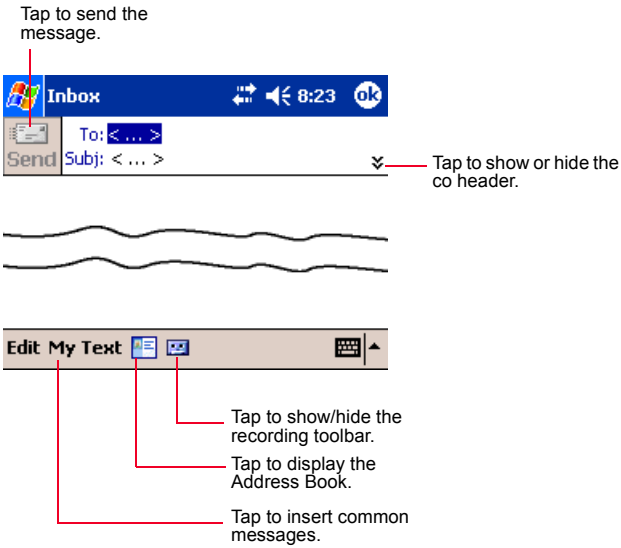
1. To reply to or forward the selected email, tap the **Reply** icon on the command bar.
2. Tap **OK** to return to the message list.

*To delete a message, tap the **Delete E-mail** icon on the command bar.*

Composing Messages

To compose a new message:

1. In the message list, tap **New**.
2. In the **To** field, enter the email address of one or more recipients, separating them with a semicolon, or select a name from the contact list by tapping **Address Book**. All email addresses entered in the email fields in Contacts appear in the Address Book.



3. Compose your message. To enter preset or frequently used messages, tap **My Text** and select a message.
4. Tap **Send** when you've finished the message. If you are working offline, the message is moved to the Outbox folder and will be sent the next time you connect. If you are working online, it is sent immediately.

Managing Email Messages and Folders

Each email account has its own folder hierarchy with five default folders: Inbox, Outbox, Deleted Items, Drafts, and Sent Items. The messages you receive and send through the mail account are stored in these folders. You can also create additional folders within each hierarchy. The Deleted Items folder contains messages that have been deleted on the device. The behavior of the Deleted Items and Sent Items folders depends on the Inbox options you have chosen. In the message list, tap **Tools** and then **Options**. On the **Message** tab, select your options.

If you want to organize messages into additional folders, tap **Tools**, and then **Manage Folders** to create new folders. To move a message to another folder, in the message list, tap and hold the message and then tap **Move** on the pop-up menu.

Folder behavior with a direct connection to an email server

The behavior of the folders you create depends on whether you are using ActiveSync, POP3, or IMAP4.

- If you use ActiveSync, email messages in the Inbox folder in Outlook will automatically be synchronized with your device. You can select to synchronize additional folders by designating them for ActiveSync. The folders you create and the messages you move will then be mirrored on the server. For example, if you move two messages from the Inbox folder to a folder named Family, and you have designated Family for synchronization, the server creates a copy of the Family folder and copies the messages into that folder. You can then read the messages while away from your computer.
- If you use POP3 and you move email messages to a folder you created, the link is broken between the messages on the device and their copies on the mail server. The next time you connect, the mail server will see that the messages are missing from the device Inbox and delete them from the server. This prevents you from having duplicate copies of a message, but it also means that you will no longer have access to messages that you move to folders created from anywhere except the device.
- If you use IMAP4, the folders you create and the email messages you move are mirrored on the server. Therefore, messages are available to you anytime you connect to your mail server, whether it is from your device or computer. This synchronization of folders occurs whenever you connect to your mail server, create new folders, or rename/delete folders when connected.

Chapter 5

Companion Programs

The companion programs consist of Microsoft® Pocket Word, and Microsoft® Pocket Excel, MSN Messenger, and Windows Media Player.

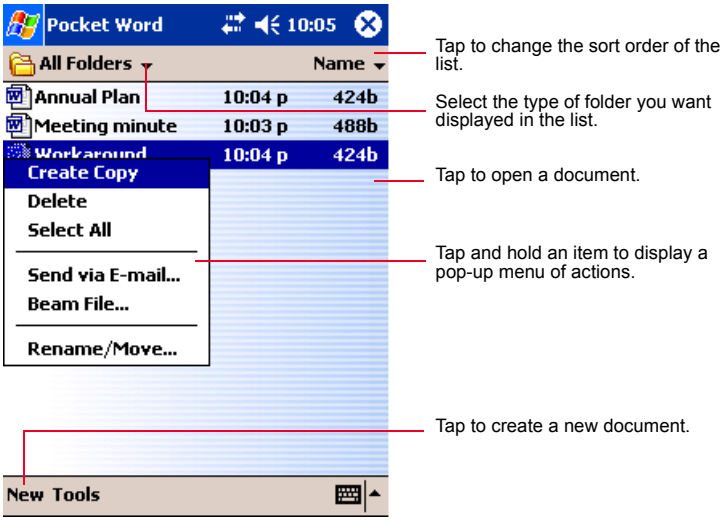
To switch to a companion program on your device, tap **Programs** on the menu, and then tap the program name.

Pocket Word

Pocket Word works with Microsoft Word on your computer to give you easy access to copies of your documents. You can create new documents on your device, or you can copy documents from your computer to your device. Synchronize documents between your computer and your device so that you have the most up-to-date content in both locations.

Use Pocket Word to create documents, such as letters, meeting minutes, and trip reports. To create a new file, tap , **Programs**, **Pocket Word**, and then **New**. A blank document appears. Or, if you've selected a template for new documents in the **Options** dialog box, that template appears with appropriate text and formatting already provided. You can open only one document at a time; when you open a second document, you'll be asked to save the first. You can save a document you create or edit in a variety of formats, including Word (.doc), Pocket Word (.psw), Rich Text Format (.rtf), and Plain Text (.txt).

Pocket Word contains a list of the files stored on your device. Tap a file in the list to open it. To delete, make copies of, and send files, tap and hold a file in the list. Then, select the appropriate action on the pop-up menu.


Pocket Word
10:05
All Folders
Name
Annual Plan 10:04 p 424b
Meeting minute 10:03 p 488b
Workaround 10:04 p 424b
Create Copy
Delete
Select All
Send via E-mail...
Beam File...
Rename/Move...
New Tools
Tap to change the sort order of the list.
Select the type of folder you want displayed in the list.
Tap to open a document.
Tap and hold an item to display a pop-up menu of actions.
Tap to create a new document.

You can enter information by working in different modes, which you select from the **View** menu. For each mode, display the toolbar for that mode by tapping **Show/Hide Toolbar** on the command bar.

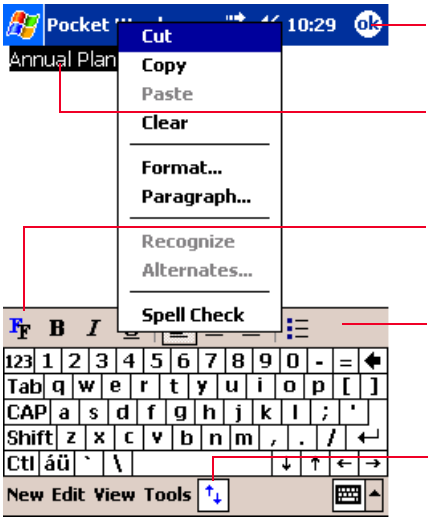
*You can change the zoom magnification by tapping **View** and then **Zoom**. Then select the percentage you want. Select a higher percentage to enter text and a lower one to see more of your document.*

*If you're opening a Word document created on a computer, select **Wrap to Window** on the **View** menu so that you can see the entire document.*

Typing Mode

Using the input panel, enter typed text into the document. For more information on entering typed text, see “Enter Information on Your Toshiba Pocket PC” on page 19.

To format existing text and to edit text, first select the text. You can select text as you do in a Word document, using your stylus instead of the mouse to drag through the text you want to select. You can search a document to find text by tapping **Edit** and then **Find/Replace**.



Tap to return to the document (changes are saved automatically).

Tap and hold to see a pop-up menu of actions.

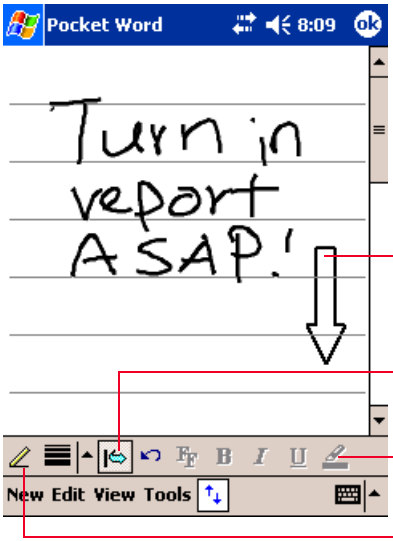
Tap to change formatting options.

Tap to format text.

Tap to show or hide the toolbar.

Writing Mode

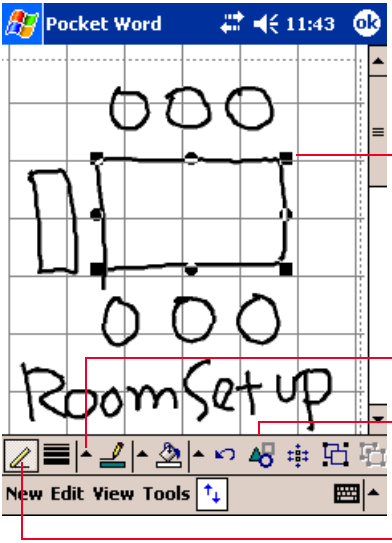
In writing mode, use your stylus to write directly on the screen. Ruled lines are displayed as a guide, and the zoom magnification is greater than in typing mode to allow you to write more easily. For more information on writing and selecting writing, see “Enter Information on Your Toshiba Pocket PC” on page 19.


Pocket Word
8:09
ok
Turn in report ASAP!
New Edit View Tools
With Space button selected, drag to insert space. An arrow appears showing the space direction and size.
Space button.
Tap to highlight selected text.
Pen button.

If you cross three ruled lines in a single stylus stroke, the writing becomes a drawing, and can be edited and manipulated as described in the following section. Written words are converted to graphics (metafiles) when a Pocket Word document is converted to a Word document on your computer.

Drawing Mode

In drawing mode, use your stylus to draw on the screen. Gridlines appear as a guide. When you lift your stylus off the screen after the first stroke, you'll see a drawing box indicating the boundaries of the drawing. Every subsequent stroke within or touching the drawing box becomes part of the drawing. For more information on drawing and selecting drawings, see Chapter 2.


Pocket Word
11:43
ok
RoomSetup
New Edit View Tools
Resize an object by dragging the selection handles.
Tap an arrow to see your choices.
Tap to select formatting options, such as pen weight, line/font color and fill color.
Pen button.

Recording Mode

In recording mode, embed a recording into your document. Recordings are saved as .wav files. For more information on recording, see “Recording a Message” on page 23.

For more information on using Pocket Word, tap and then **Help**.

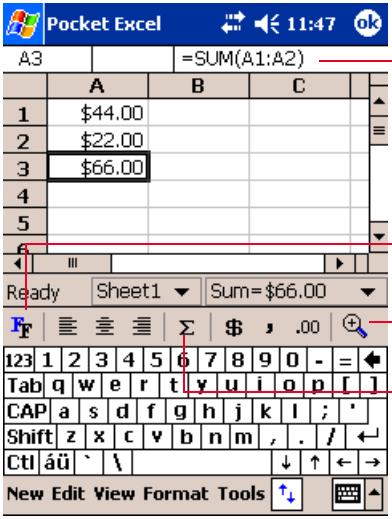
Pocket Excel

Pocket Excel works with Microsoft Excel on your computer to give you easy access to copies of your workbooks. You can create new workbooks on your device, or you can copy workbooks from your computer to your device. Synchronize workbooks between your computer and your device so that you have the most up-to-date content in both locations.

Use Pocket Excel to create workbooks, such as expense reports and mileage logs. To create a new file, tap , **Programs**, **Pocket Excel**, and then **New**. A blank workbook appears. Or, if you've selected a template for new workbooks in the **Options** dialog box, that template appears with appropriate text and formatting already provided. You can open only one workbook at a time; when you open a second workbook, you'll be asked to save the first. You can save a workbook you create or edit in a variety of formats, including Pocket Excel (.pxl) and Excel (.xls).

Pocket Excel contains a list of the files stored on your device. Tap a file in the list to open it. To delete, make copies of, and send files, tap and hold a file in the list. Then select the appropriate action from the pop-up menu.

Pocket Excel provides fundamental spreadsheet tools, such as formulas, functions, sorting, and filtering. To display the toolbar, tap **View** and then **Toolbar**.



Cell contents appear here as you enter them.

Format button.

Zoom button.

AutoSum button.

*If your workbook contains sensitive information, you can protect it with a password. To do so, open the workbook, tap **Edit**, and then **Password**. Every time you open the workbook, you will need to enter the password, so choose one that is easy for you to remember but hard for others to guess.*

Tips for Working in Pocket Excel

Note the following when working in large worksheets in Pocket Excel:

- View in full-screen mode to see as much of your worksheet as possible. Tap **View** and then **Full Screen**. To exit full-screen mode, tap **Restore**.
- Show and hide window elements. Tap **View** and then tap the elements you want to show or hide.
- Freeze panes on a worksheet. First select the cell where you want to freeze panes. Tap **View** and then **Freeze Panes**. You might want to freeze the top and leftmost panes in a worksheet to keep row and column labels visible as you scroll through a sheet.
- Split panes to view different areas of a large worksheet. Tap **View** and then **Split**. Then drag the split bar to where you want it. To remove the split, tap **View** and then **Remove Split**.
- Show and hide rows and columns. To hide a hidden row or column, select a cell in the row or column you want to hide. Then tap Format, then **Row** or **Column**, and then **Hide**. To show a hidden row or column, tap **Tools**, then **Go To**, and then type a reference that is in the hidden row or column. Then tap **Format**, then **Row** or **Column**, and then **Unhide**.

For more information on using Pocket Excel, tap and then **Help**.

MSN Messenger

MSN Messenger on your mobile device provides the same chat environment as MSN Messenger on your PC. These features include:

- Seeing who is online.
- Sending and receiving instant messages.
- Having an instant message conversation with a group of contacts.
- Telling contacts that you are unavailable.
- Blocking contacts from seeing your status or sending you messages.

You must have your Toshiba Pocket PC e400 connected to a PC through the provided USB cable or optional cradle in order for MSN Messenger to function.

To use MSN Messenger, you must have a Microsoft Passport™ account or a Microsoft Exchange email account. You must have a Passport to use MSN Messenger Service. If you have a Hotmail® or MSN account, you already have a Passport. Once you have obtained either a Microsoft Passport or a Microsoft Exchange account, you are ready to set up your account.

Sign up for a Microsoft Passport account at http://www.passport.com. Get a free Microsoft Hotmail email address at http://www.hotmail.com.

To switch to MSN Messenger, tap , **Programs**, and then tap **MSN Messenger**.

Setting Up

Before you can use MSN Messenger, you must set up the instant messaging account(s) to use. For MSN Messenger Service, you must have a Microsoft Passport or Hotmail account. For Exchange Instant Messaging, you must have an Exchange account.

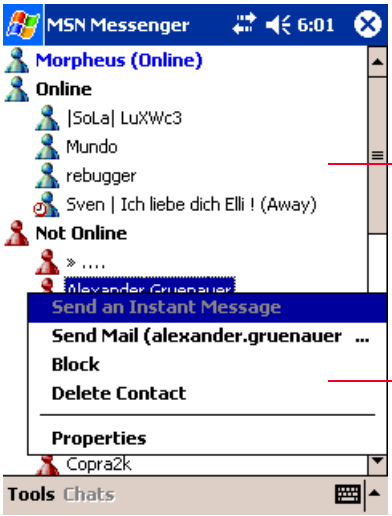
To set up an account and sign in:

1. In the **Tools** menu, tap **Options** and then **Accounts** tab.
2. Select **Enable MSN Messenger Service** and/or **Enable Exchange Instant Messaging**.
3. Enter your sign-in name and password for the selected account(s).
4. If you selected both accounts, under **Sign in using this account first**, select which account to sign in to first.
5. To sign in, tap the sign-in screen and then **Sign in**.

If you already use MSN Messenger on your computer, your contacts will show up on your device without being added again.

Working with Contacts

The MSN Messenger window shows all of your messenger contacts at a glance, divided into Online and Not Online categories. From this view, while connected, you can chat, send an email, block the contact from chatting with you, or delete contacts from your list using the pop-up menu.

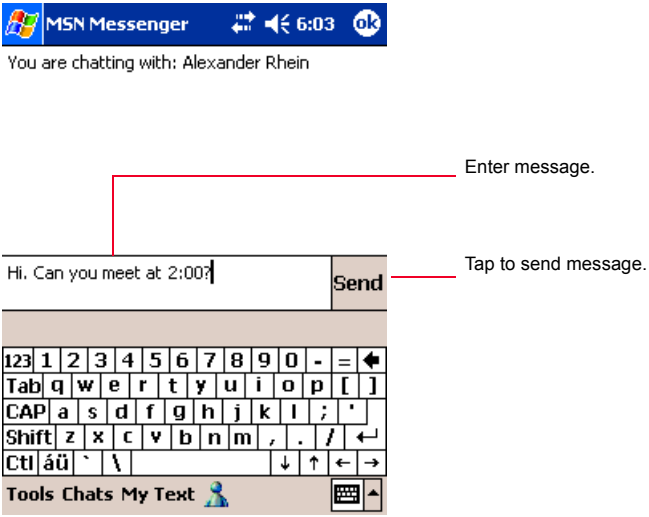


*To see others online without being seen, in the **Tools** menu, tap **My Status** and select **Appear Offline**.*

*If you block a contact, you will appear offline but will remain on the blocked contact's list. To unblock a contact, tap and hold the contact, then tap **Unblock** on the pop-up menu.*

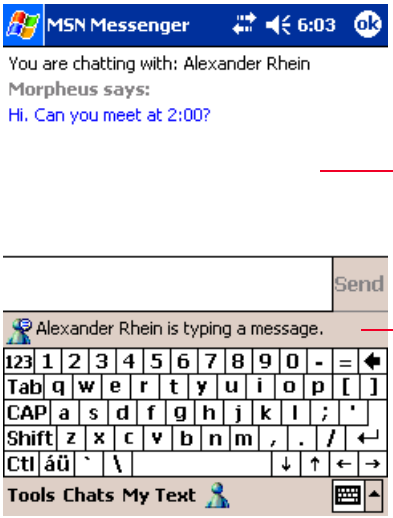
Chatting with Contacts

Tap a contact name to open a chat window. Enter your message in the text entry area at the bottom of the screen, or tap **My Text** to enter a preset message, and tap **Send**. To invite another contact to a multi-user chat, in the **Tools** menu, tap **Invite** and tap the contact you want to invite.



*To switch back to the main window without closing a chat, tap **Contacts**. To revert back to your chat window, tap **Chats** and select the person whom you were chatting with.*

To know if the contact you are chatting with is responding, look for the message under the text entry area.



For more information on using MSN Messenger, tap and then **Help**.

Windows Media Player

Use Microsoft Windows Media Player for Pocket PC to play digital audio and video files that are stored on your device or on a network. To switch to Windows Media Player for Pocket PC, tap , **Programs**, and then tap **Windows Media**.

Use Microsoft Windows Media Player on your desktop computer to copy digital audio and video files to your Pocket PC. You can play Windows Media and MP3 files on your Pocket PC.

For more information about using Windows Media Player for Pocket PC, tap , and then tap **Help**.

Chapter 6

Pocket Internet Explorer

Use Microsoft® Pocket Internet Explorer to view Web pages in either of these ways:

- During synchronization with your computer, download your favorite links and mobile favorites that are stored in the Mobile Favorites subfolder in Internet Explorer on the computer.
- Connect to an Internet service provider (ISP) or network and browse the Web. To do this, you'll need to create the connection first, as described in “Get Help on Connecting” on page 2.

When connected to an ISP or network, you can also download files and programs from the Internet or intranet.

To switch to Pocket Internet Explorer, tap and then **Internet Explorer**.

The Mobile Favorites Folder

Favorites are stored in the Mobile Favorites subfolder of Favorites in Internet Explorer on the PC. This folder was created when you selected the Favorites information type for synchronization in ActiveSync on your PC. Favorites must be stored in this folder to be synchronized.

Favorite Links

During synchronization, the list of favorite links in the Mobile Favorites folder on your computer is synchronized with Pocket Internet Explorer on your device. Both computers are updated with changes made to either list each time you synchronize. Unless you mark the favorite link as a mobile favorite, only the link will be downloaded to your device, and you will need to connect to your ISP or network to view the content. For more information on synchronization, see ActiveSync Help on the computer.

Mobile Favorites

If you are using Microsoft Internet Explorer 5.0 or later on your computer, you can download mobile favorites to your device. Synchronizing mobile favorites downloads Web content to your device so that you can view pages while you are disconnected from your ISP and computer.

Use the Internet Explorer plug-in installed with ActiveSync to create mobile favorites quickly.

To create a mobile favorite:

1. In Internet Explorer 5 or greater on your PC, browse to the page you want to view offline.
2. Click **Tools** and then **Create Mobile Favorite**.
3. To change the link name, enter a new name in the **Name** box.
4. In the **Update** box, select a desired update schedule to keep the page in the Mobile Favorites folder up to date.
5. To save the link in a subfolder of Mobile Favorites, click **Create In** and select the desired subfolder.
6. Click **OK**. Internet Explorer will download the latest version of the page.
7. To download the pages that are linked to the mobile favorite you just created, in Internet Explorer on the PC, right-click the mobile favorite and then click **Properties**. On the **Download** tab, specify the number of links deep you want to download. To conserve device memory, only go one level deep.

*If you did not specify an update schedule in step 4, you will need to manually download content to keep the information updated on your computer and device. Before synchronizing with your device, in Internet Explorer on your computer, click **Tools** and then **Synchronize**. You will see the last time content was downloaded to the computer, and you can manually download content if needed.*

*You can add a button to the Internet Explorer toolbar for creating mobile favorites. In Internet Explorer on your computer, click **View**, **Toolbars**, and then **Customize**.*

To save device memory

Mobile favorites take up storage memory on your device. To minimize the amount of memory used:

- In the settings for the Favorites information type in ActiveSync options, turn off pictures and sounds, or stop some mobile favorites from being downloaded to the device. For more information, see ActiveSync Help.
- Limit the number of downloaded linked pages. In Internet Explorer on the computer, right-click the mobile favorite you want to change and then **Properties**. In the **Download** tab, specify 0 or 1 for the number of linked pages you want to download.

Using AvantGo Channels

AvantGo is a free interactive service that gives you access to personalized content and thousands of popular Web sites. You subscribe to AvantGo channels directly from your device. Then, you synchronize your device and computer, or connect to the Internet to download the content. For more information, visit the AvantGo Web site.

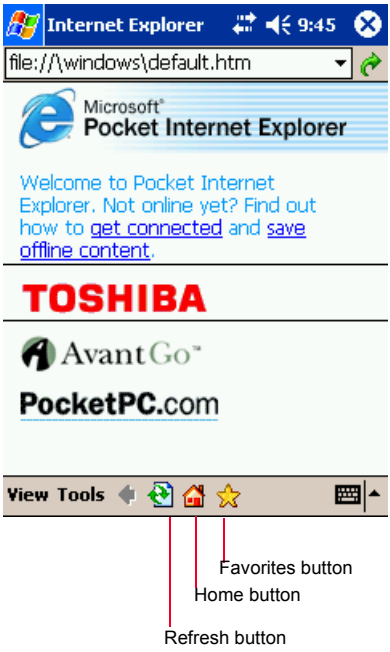
Synchronize an AvantGo channel

1. In Pocket Internet Explorer on your device, tap ☆ to display your list of favorites.
2. Tap the **AvantGo Channels** link.
3. Tap **Activate**.
4. Follow the directions on the screen. You will need to synchronize your device with your PC and then tap **My Channels** to complete the AvantGo setup.

When synchronization is complete, tap the AvantGo Channels link in your list of favorites to see a few of the most popular channels. To add or remove channels, tap the **Add** or **Remove** link.

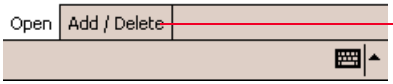
Using Pocket Internet Explorer

You can use Pocket Internet Explorer to browse mobile favorites and channels that have been downloaded to your device without connecting to the Internet. You can also connect to the Internet through an ISP or a network connection and browse the Web.



To view mobile favorites and channels:

1. Tap **Favorites** to display your list of favorites.



2. Tap the page you want to view.

You'll see the page that was downloaded the last time you synchronized with your computer. If the page is not on your device, the favorite will be dimmed. You will need to synchronize with your computer again to download the page to your device, or connect to the Internet to view the page.

To browse the Internet:

1. Set up a connection to your ISP or corporate network using **Connections**, as described in “Get Help on Connecting” on page 2.
2. To connect and start browsing, do one of the following:

- Tap **Favorites**, and then tap the favorite you want to view.
- Tap **View** and then **Address Bar**. In the address bar that appears at the top of the screen, enter the Web address you want to visit and then tap . Tap the arrow to choose from previously entered addresses.

*To add a favorite link while using the device, go to the page you want to add, tap and hold on the page, and tap **Add to Favorites**.*

Chapter 7

Getting Connected

You can use your device to exchange information with other mobile devices as well as your computer. You have the following connection options:

- Use the infrared (IR) port on your device to send and receive files between two devices. If this is the method you want to use, see the following section "Transferring Items Using Infrared".
- Connect to your computer to synchronize remotely. Once connected, you can synchronize information such as your Pocket Outlook information. If this is the method you want to use, see ActiveSync Help on your computer or Connections Help on the device.

Transferring Items Using Infrared

Using infrared (IR), you can send and receive information, such as contacts and appointments, between two devices.

To send information:

Switch to the program where you created the item you want to send and locate the item in the list.

Align the IR ports so that they are unobstructed and within a close range.

Tap and hold the item, and tap **Beam Item** on the pop-up menu.

You can also send items, but not folders, from File Explorer. Tap and hold the item you want to send, and then tap **Beam File** on the pop-up menu.

To receive information:

1. Align the IR ports so that they are unobstructed and within a close range.
2. Have the owner of the other device send the information to you. Your device will automatically receive it.

End a Connection

- When connected via cable or cradle, detach your device from the cable or cradle.
- When connected via Infrared, move the device away from the PC.

Get Help on Connecting

- Online Help on the Pocket PC. Tap and then **Help**. Tap **View**, **All Installed Help**, and then **Inbox** or **Connections**.
- ActiveSync Help on the computer. In ActiveSync, click **Microsoft ActiveSync Help** on the **Help** menu.
- For troubleshooting information, see the PocketPC Web site at: **http://www.microsoft.com/mobile/pocketpc**.

Chapter 8

Optional Functions

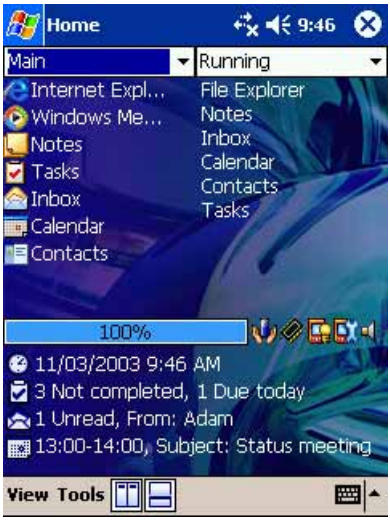
Home

You can launch built-in or installed applications (programs) by tapping an icon displayed on the Home screen. It can display a list of running programs, and easily activate or stop a specific program. The Home screen displays the remaining battery power, Today information and frequently used setting icons, and can be personalized by changing the background or by adding icons and tabs.

Launching an Application From the Home Screen

1. Tap **Start**, **Programs**, and then **Home** to display the Home screen.

*You can also launch **Home** by pressing the **Home** button.*

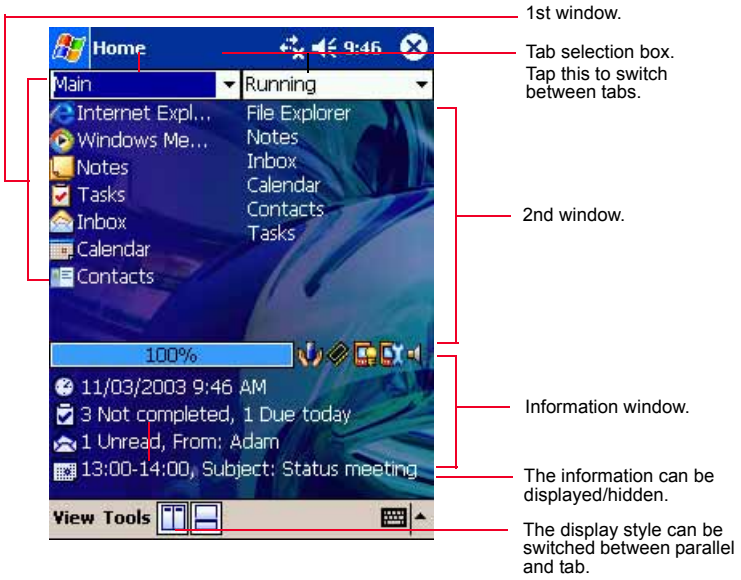


2. Tap the application icon you want to launch. The selected application starts up.

Launching applications: you can launch an application by moving the cursor or scroller button to select and pressing the center of the cursor button to confirm.

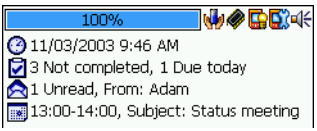
About the Home Screen

The default Home screen is the parallel display style with information window display.



About the Information Window

The information window displays the remaining battery power, hardware information and Today information such as today's tasks and appointments.



	Displays the date and time. Tap to display the Clock setting screen
	Displays the number of current tasks as of today and the number of tasks finished or soon to be finished as of today. Tap to launch Tasks.

	Displays the number of unread mail and the sender of the latest unread mail. Tap to launch Inbox.
	Displays today's next appointment. Tap to launch Calendar.

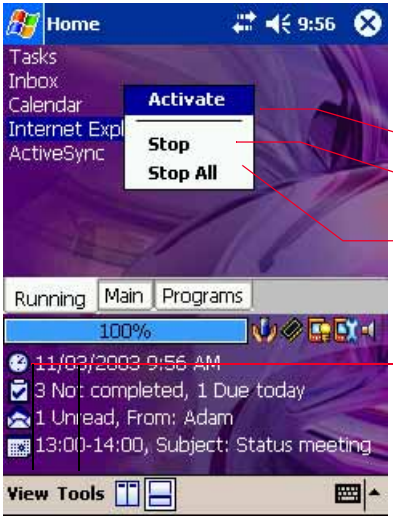
Display item	Name	Description
	Power	Tap to display the Power setting screen.
	Memory	Tap to display the Memory setting screen.
	Screen light	Tap to display the Screen light setting screen.
	System Information	Tap to display the system information.
	Volume ON/OFF	Tap to toggle volume ON/OFF. This icon is interlocked with the display of volume ON/OFF that has been switched using the icon on the navigation bar.

About Running

The **Running** tab displays the active application names. The icons do not appear.

Application Activate/Stop:

Tap the application name you want to activate or tap and hold the application name and select **Activate** in the pop-up menu.



Tap to activate the selected application.

Tap to quit the selected application. When finished, the application name disappears.

Tap to quit all running applications displayed in the **Running** tab.

You can select the **View** menu or the **Tools** menu on the **Running** tab screen. You can select **Text color** or **Background color** from the **View** menu, or **About** from the **Tools** menu respectively.

*To display the **Running** tab pop-up menu, tap and hold any portion of the screen other than the application name. In this case, only the **Stop All** is selectable.*

Display Icon List

The following list shows the tabs and icons for the initial setup.

Tabs	Icons	Applications	Tabs	Icons	Applications
Running	-	-	Programs		File Explorer
Main		Pocket Internet Explorer			DataBackup
		Windows Media Player			MSN Messenger
		Notes			Pocket Word
		Tasks			Pocket Excel
		Inbox			Calculator
		Calendar			Solitaire
		Contacts			Jawbreaker
					World Clock

Moving Application Icons

You can move icons in tabs or between tabs. To create a new tab, see "Tab Settings" later in this chapter.

To move icons in tabs:

1. Drag and drop the desired icon to the desired position with the icon in a tapped state. When the icon is moved, the icon near where the icon is to be moved is highlighted. When the icon is dropped, the icon is moved to the position of the highlighted icon. If there is no highlighted icon when the icon is dropped, the icon is moved to the end of the icons.

When "Icons are sorted as launched order (for all tabs)" is selected in "Tab Settings" screen, icons in tabs are sorted in the order that they are launched. Icons cannot be moved in tabs when this is set.

To move icons to another tab using the pop-up menu:

1. Tap and hold the icon you want to move to display the pop-up menu.
2. Tap **Cut** on the pop-up menu.
3. Tap the destination tab, then tap and hold any portion other than the icon, and then tap **Paste** on the pop-up menu. The selected icon is pasted next to the last icon on the tab screen.

An icon cannot be moved into a tab that already includes 18 icons.

To move icons to another tab using drag and drop:

1. Tap the icon you want to move.
2. Drag the icon to the destination tab, and then drop it. The name of the destination tab is displayed inverted, the icon is moved, and that icon in the original tab screen is deleted.

Icons that can be moved are displayed inverted when they are tapped. The moved icon is placed next to the last icon on the tab screen. An icon cannot be moved into a tab that already includes 18 icons.

Deleting an Icon

1. Tap and hold the icon you want to delete to display the pop-up menu.
2. Tap **Drop** on the pop-up menu. The icon is deleted and the next icon automatically shifts to fill the deleted icon position.

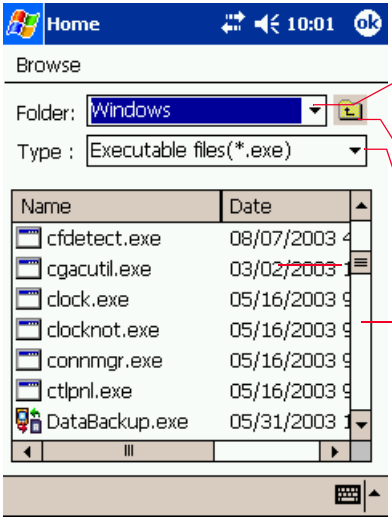
Adding an Icon

You can add the application and your file icons to the Home screen.

1. Tap **Edit** and then **Add** to display the Add Application screen.

   You can also select **Add** from the pop-up menu displayed by tapping and holding any portion other than the icon.

2. Tap ▼ on the Application file box to show the file list. If you cannot locate the file, find it by tapping **Browse**. To refer to all folders and files, tap **Browse** to show the Browse screen. When the file is selected, its name is displayed in the Application file box.



3. Enter the icon name (up to a maximum of 32 characters) in the Application name box that is to be displayed on the Home screen.
4. When finished, tap **OK** to close the Add Application screen, and the new icon is added to the Home screen.

If the Application file is not designated, or if the Application name is not entered, you cannot add a new icon.

You cannot launch the icon added from the storage card, if the same card is not inserted in the Toshiba Pocket PC e400.

Renaming Icons

You can rename icons (applications).

1. Tap and hold the icon to rename. The pop-up menu is displayed.
2. Tap **Rename** from the pop-up menu. The icon can be renamed.
3. Change the name using the input panel, and tap the screen. This fixes the new name.

Switching Icon Display

When icons are displayed in tab display style, their display can be switched from the View menu. Select **Large Icon** or **Small Icon** to suit your preference.

Small Icon View

Large Icon View

Tab Settings

On the Tab Settings screen you can add, delete, or rename a tab as well as select a bitmap image to display on the screen background.

To add a tab:

1. Tap **Tools**, and then **Tab Settings**.
2. Tap **New** to display a box to enter the new tab name.
3. Enter a new tab name (up to a maximum of 10 characters). When finished, tap **OK** to return to the Tab Settings screen.
4. Tap **OK** on the Tab Settings screen to return to the Home screen. A new tab is added to the right of the existing tab.

The number of tabs can be increased to 10. The tab order cannot be re-arranged.

To delete a tab:

1. Tap **Tools**, and then **Tab Settings**.
2. Select the tab name to delete, and then tap **Delete**. The Delete tab confirmation dialog box appears. Please note that all the icons contained in the same tab will also be deleted.
3. Tap **Yes** on the Delete tab dialog to delete the tab. When finished, the screen returns to Tab Settings screen.

Tap **OK** on the Tab Settings screen to return to the Home screen.

*You cannot delete the **Running** tab.*

To change the name of a tab:

1. Tap **Tools** and then **Tab Settings**.
2. Select the tab name you want to change, and then tap **Modify**.
3. Enter a new tab name (up to a maximum of 10 characters). When finished, tap **OK** to return to the Tab Settings screen.
4. Tap **OK** on the Tab Settings screen to return to the Home screen.

*You cannot rename the **Running** tab.*

To sort icons:

Icons in tabs can be sorted in the order that they were last launched.

1. Tap **Tools** and then **Tab Settings**.
2. Select the “Icons are sorted as launched order (for all tabs)” check box.
3. Tap **OK** on the Tab Settings screen to return to the Home screen.

To move icons in a tab, clear the check box.

To change a background:

1. Tap **Tools** and then **Tab Settings**.
2. Select the tab name you want to change, and then tap **Modify**.
3. Tap **Browse**. The Browse screen is displayed. Even if a storage card is inserted, the files in the storage card will not be displayed.
4. To return to the previous screen, tap the desired bitmap file from the list.
5. To return to the Tab Settings screen, tap **OK**.
6. Tap **OK** on the Tab Settings screen to return to the Home screen.

If the selected file is not a designated file type, you cannot set it on your screen background. The Home screen image display range is 240 pixels (W) x 268 pixels (H).

Background Color and Text Color Setting

You can use Background Color to select a color for the background for each tab. Additionally, Text Color is available to apply a color for the application name for each tab.

To apply Background Color and Text Color:

1. Tap **Tools** and then **Tab Settings**.
2. Select the tab name you want to change, and then tap **Modify**.
3. Tap **Background color** or **Text color** to display the color list.

4. Select the color, and tap **OK** to return to the previous screen.
5. To return to the Tab Settings screen, tap **OK**.
6. Tap **OK** on the Tab Settings screen to return to the Home screen.

When a background image is set, the background image will stay intact and not change even if a background color is set. Note, however, that if the image does not completely fill the background, the background color will form a border around the image. Background color and text color can also be set from the View menu.

Using DataBackup

Periodical backup of your data is highly recommended. You can make a backup of the Toshiba Pocket PC e400 data to a storage device. Additionally, if you have backed up your data on a storage device, you can restore that data in your Toshiba Pocket PC e400 as well as delete backup file data from the storage device.

Data of the following three types can be backed up:

File: Includes a file created by Pocket Word, Pocket Excel, Notes, or an additionally installed program.

Registry: Settings information on Windows Mobile 2003 or built-in programs.

Database: Microsoft Pocket Outlook information.

*1. Data such as the password in **Settings** cannot be restored.*

2. The data stored in the Flash ROM disk cannot be backed up.

3. Before backing up or restoring data, stop other applications, and connect the AC adapter to the Toshiba Pocket PC e400.

*4. If you make a backup to the SD card or Flash ROM Disk using the DataBackup Utility, please **DO NOT** remove the SD card, reset the device, and/or turn off the device's power until the backup is completed.*

*5. If you restore the data from the SD card or Flash ROM Disk by DataBackup Utility, please **DO NOT** remove the SD card, reset the device, and/or turn off the device's power until the restore is completed.*

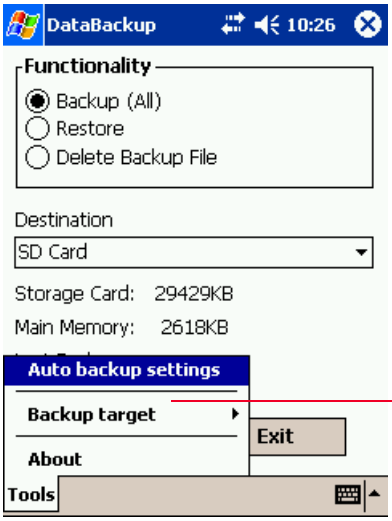
Failure to follow any of the above procedures may result in the loss of data.

Making a Backup

Before performing the backup or restore operations, do the following;

- Check that there is enough space in the main unit's memory and on the storage device. If the storage device does not have enough free space, you cannot save the backup data. The backup data is saved as a file named backup.dat on your storage device.
- Make sure the main unit's power is off when loading and unloading the SD card.
- Save current data in the main unit's memory before backing it up on the storage device.

1. To make a backup to the SD card, insert a SD Card. Make sure to do so in the proper direction.
2. Tap **Start**, **Programs**, and then **DataBackup** to display the DataBackup screen shown below.
3. Tap **Backup** from **Functionality**, and select the storage destination.



4. Tap **Start**. The screen for confirming that other applications have ended appears.
5. To display the Backup password input screen, tap **OK**.
6. Enter a password. You can enter a password up to a maximum of 16 characters. Backup can be made even without entry of a password. If a password is entered, that password is required at the time of restore.

If you forget the password, you cannot restore the backup data. Do not forget your password. Write down the password and keep it in a safe place where only you know.

7. When finished, tap **OK**. The progress bar is displayed during the backup process. When the backup is completed, the backup finish message appears. The backup time that is displayed on screen is the time that the backup was started.
8. Tap **OK** to return to the previous screen.
9. Tap **Exit** to close the DataBackup screen.

If storage device does not have enough free space, the backup process will not start. Before starting the backup, check the remaining storage device capacity.

If the storage card is write-protected, you cannot save the backup data. Cancel the write-protection before starting the backup.

Backups can also be made periodically. For more information, see "Making an Auto Backup", later in this chapter.

Backup files are always overwritten.

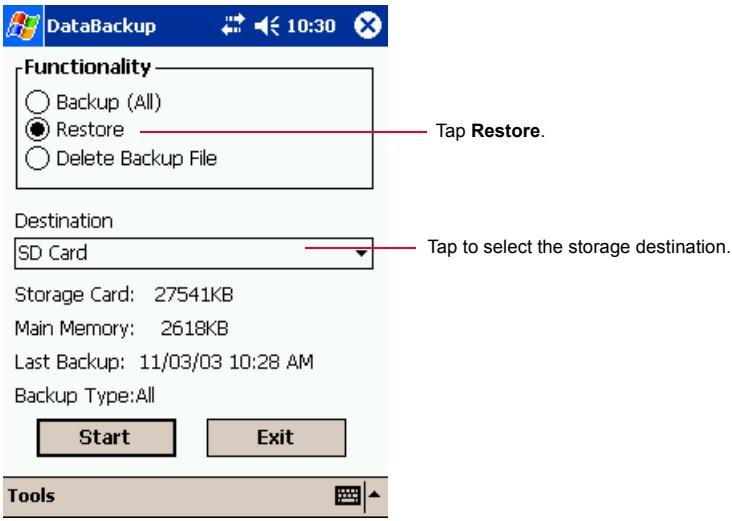
Carrying Out the Restore Operation

To restore is to overwrite the backed up data from the storage device onto the main memory of your Toshiba Pocket PC e400. Prior to restoring your data, please consider the following:

- If the same file name exists in the main memory of your Toshiba Pocket PC e400, this file data is replaced with the backup data from the storage device.
- If files exist in the main memory but not in the backup file, they will not be overwritten.

1. To restore from the SD card, insert the SD card that contains the backup data into your Toshiba Pocket PC e400.
2. Tap **Start**, **Programs**, and then **DataBackup** to display the DataBackup screen shown on the following page.

3. Tap **Restore** from **Functionality**, and select the storage destination.



4. Tap **Start**. The screen for confirming that other applications have ended appears.
5. Tap **OK** to display the Restore password input screen.
6. Enter the password used when backing up the data (if the file was previously created without a password, then a password is not required).
7. When finished, tap **OK**. The progress bar is displayed during the restore process. When the restore is completed, the restore finish message appears.
8. Tap **OK**. Your Toshiba Pocket PC e400 is now reset and it will automatically restart.

If your Toshiba Pocket PC e400 memory becomes short of its capacity during restore, the restore process stops. Increase the memory allocation of the main memory of your Toshiba Pocket PC e400 (see "To save device memory"), and then restart the restore procedure.

Data backed up on a legacy model Toshiba Pocket PC or another manufacturer's Pocket PC (simply called "other Pocket PC" from here on) cannot be restored to your Toshiba Pocket PC e400. To load other Pocket PC data to your Toshiba Pocket PC e400, use ActiveSync to synchronize the personal computer with the other Pocket PC. Next, synchronize the personal computer with Toshiba Pocket PC e400, and then load the data to Toshiba Pocket PC e400.

Deleting a Backup File

You can delete a backup file and replace it at another time or make room for more data on your Toshiba Pocket PC e400.

To delete the backup data:

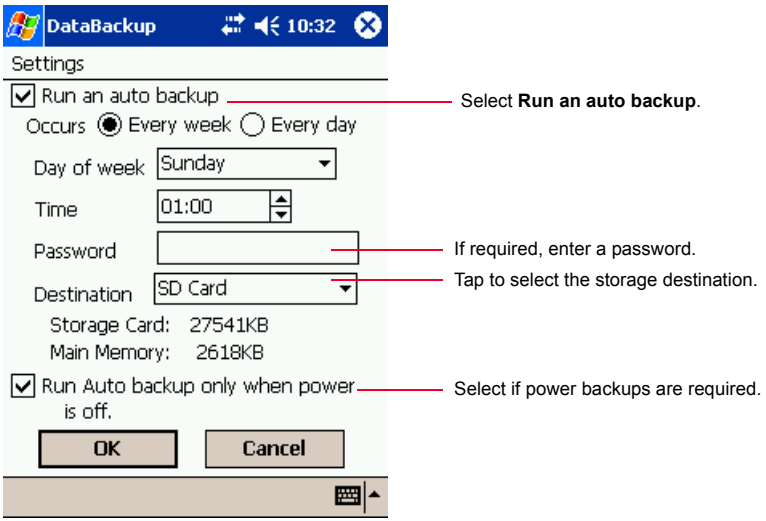
1. Insert the SD Card into your Toshiba Pocket PC e400.
2. To display the Backup screen, tap **Start**, **Programs**, then **DataBackup**.
3. Tap **Delete Backup File** from **Functionality**, and select the storage destination.
4. Tap **Start**.
5. To delete the backup file, tap **OK**.
6. Tap **Exit** to close to the DataBackup screen.

Making an Auto Backup

You can set up your Toshiba Pocket PC e400 to automatically backup files at a specified time intervals. Select the backup time, occurrence, and frequency that best suits your needs.

To make a backup automatically:

1. Insert a SD Card
2. To display the DataBackup screen, tap **Start**, **Programs**, then **DataBackup**.
3. Tap **Auto backup settings** from the **Tools** menu. The Settings screen is displayed.
4. Set the desired items.



5. Tap **OK**. The settings data is saved, and makes periodical backups at the preset time.
6. Tap **Exit** to close to the Backup screen.

*If the Run Auto backup only when power is off check box is clear, the auto backup confirmation screen will be displayed if your Pocket PC is ON when the auto backup occurs. The backup will be automatically started if you tap **OK** or about 30 seconds elapses after the confirmation screen is displayed. Tap **Cancel** to stop the backup.*

If the Run Auto backup only when power is off check box is clear, the message screen will be displayed, and the backup will be started after about 10 seconds if your Pocket PC is off when the auto backup occurs.

Auto backups will only occur if the AC Adapter is connected or the remaining battery charge is 50% or more.

You can confirm whether or not auto backups have occurred by checking when the last backup was made. Depending on the conditions, auto backups may not occur.

Auto backups will not occur if the preset storage card is not inserted in the card slot at the specified auto backup time.

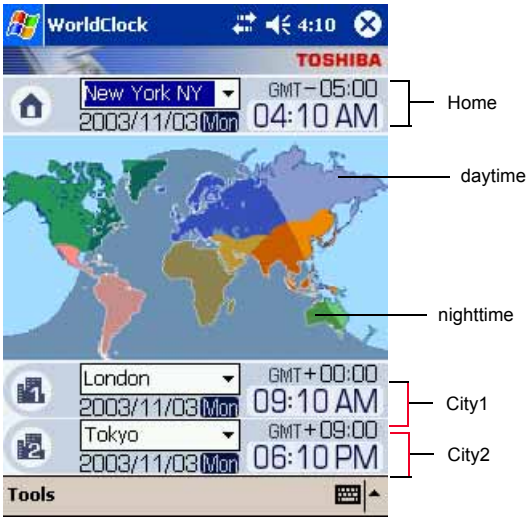
Do not turn your Toshiba Pocket PC e400 off during an auto backup. Doing so might damage the data or your Toshiba Pocket PC e400.

If the storage device runs out of data storage space during an auto backup, the backup will end midway. Before an auto backup is made, check the amount of free space on the storage device.

Setting the World Clock

World Clock displays the time and date of multiple cities in a screen. You can select the cities easily, by tapping the map or pull-down list.

1. Tap **Start**, **Programs**, and then **World Clock**.



7. Tap **Tools**.
8. Select any of the following:
   - **Select from map**: A zoomed map is displayed on the screen. You can select a city and assign to Home or others, by tapping on the map. (For detail, refer to the next page.)
   - **Alarm**: Alarm setting is displayed. You can set alarm, or arrange the detail settings.
   - **About** : The version information is displayed.

DST (Daylight Saving Time) is applied automatically.

To select the city from a zoomed map:

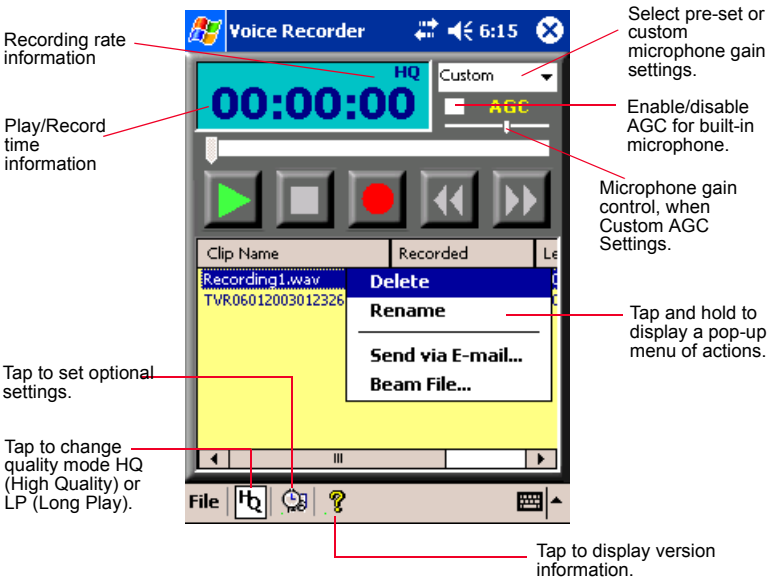
1. Tap **Select from map** from **Tools** menu.
2. Select the city by tapping on the zoomed map. The information of the selected city is displayed.
3. Select Home, City1, or City2 from the pull-down list.
4. Tap **OK**.

TOSHIBA Voice Recorder (TVR)

The TOSHIBA Voice Recorder (TVR) is a media player for TOSHIBA Pocket PCs. TVR offers a flexible way to record your voice as a .wav file. It can also play the recorded .wav on a PC.

To use TVR to record:

1. Tap **Start**, **Programs**, and then **TOSHIBA Voice Recorder**.



2. Tap **Record** button. Your Pocket PC starts recording a clip immediately.
3. Tap **Stop** button to stop recording. File names listed as "TVRMMDDYYYYHHMMSS.wav". These are in the date (DD/MM/YEAR HH:MM:SS), length (HH:MM:SS) and quality (LP/HQ) format.

You can toggle between time recorded and time available to record given storage in current media at the current record quality level.

To play a file from the TVR:

1. On the TVR screen, tap on the clip name.
2. Tap **Play** button. You can also play the file by scrolling with the scroller then pressing the scroller.
3. Tap **Stop** button to stop.

You can tap on the time display to toggle between time played and time left to play.

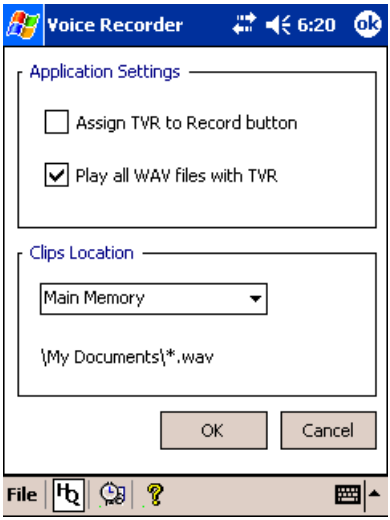
Clips recorded on the TVR can be played on computers with Windows 200 and Windows XP operating systems with Windows Media Player.

The TVR offers several convenient features:

- **Pre-set mic gain**—You can preset the mic gain level to best suit various recording conditions by selecting either Conference, Interview, or Custom.
- **AGC**—If the Automatic Gain Control (AGC) is enabled, the slider is disabled.
- Microphone gain slider—This is available when Custom is selected at pre-set mic gain and AGC is disabled.
- **Delete or Rename a clip**—To delete or rename a clip, tap and hold the clip, then select the function from the pop-up menu.
- **Send a clip**—You can send a clip by tapping and holding the clip. From the pop-up menu, select **Send via E-mail** or **Beam File**.

To set the TVR options:

1. On the TVR screen, tap the Settings icon .



- You can assign TOSHIBA Voice Recorder to the hardware recording button if the **Assign TVR to Record button** check box is selected. You can play the .wav files recorded with **Notes** if **Play all WAV files with TVR** is selected.
- You can choose the folder to save a recording file.

If you assign TVR to Record button, TVR starts every time you push the Record button, instead of starting Microsoft original recording function.

The files recorded with TVR cannot be played with Notes.

Using Text to Speech

TOSHIBA Text to Speech for Pocket PC (simply called Text to Speech from here on) synthesizes voice, and reads out emails, text files and text data on the clipboard. Text to Speech consists of three applications, Mail Speech, Text Speech and Speech Settings.

Mail Speech displays unread emails and reads them out. Text Speech picks up text files in Toshiba Pocket PC e400 and reads them out. It also reads out text data on clipboard. Speech Settings arranges the settings of Mail Speech and Text Speech. You can use one application of Text to Speech at a time. Please exit the current one to start another application.

You can also read out your tasks, unread mails, or appointments from Home. Tap your tasks, unread mails, or appointments in the Information Window of Home.

To setup Text to Speech from Companion CD:

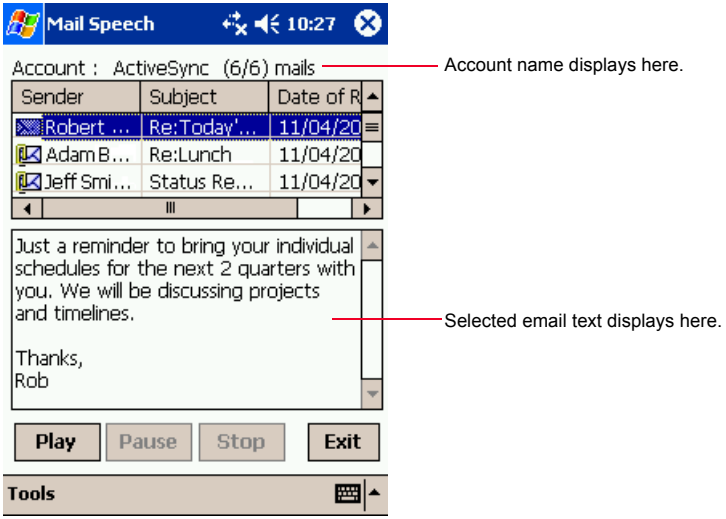
1. Make sure your Pocket PC is connected to your computer and that an ActiveSync connection has been established.
2. Start the Text to Speech installation by running the Setup program.
3. Check your Toshiba Pocket PC e400 screen for any additional steps required to complete the installation.

Mail Speech

To start Mail Speech:

1. Open the **Inbox**, and set the mail account you want to read out
2. Tap **Start**, **Programs**, then **Mail Speech**.

Mail Speech starts reading the message from the header information of unread email list. As the reading continues, the currently read phrase is highlighted.



3. Select any of the following:
   - **Play**: Starts reading out the text of the selected email.
   - **Pause**: Stops reading. If you tap **Play** again, continues reading the text.
   - **Stop**: Stops reading the text.
   - **Exit**: Exits Mail Speech.
4. Tap **Tools**. Select any of the following:
   - **Refresh**: Refreshes the status of the email database.
   - **Settings**: Starts the Speech Settings.
   - **Exit** : Exits the program.
   - **About** : Displays the version information screen.
5. Tap and hold the selected words to display the pop-up **Copy** menu.

If you tap a mail header in the unread email list while reading, it starts reading selected email.

Mail information displayed in the mail header information area is descending order, that is the older mails are on the top and newer mails are shown in the lower area.

When there is an attached file, the voice service announces, "with attached file". It does not announce the "TO" or "CC" of a mail header.

While reading an email, DO NOT synchronize your Toshiba Pocket PC e400 with the PC.

The text may not be displayed correctly depending on the mailer of the sender. US ASCII (us-ascii) and 8-bit Western Europe (iso-8859-x) character code are supported.

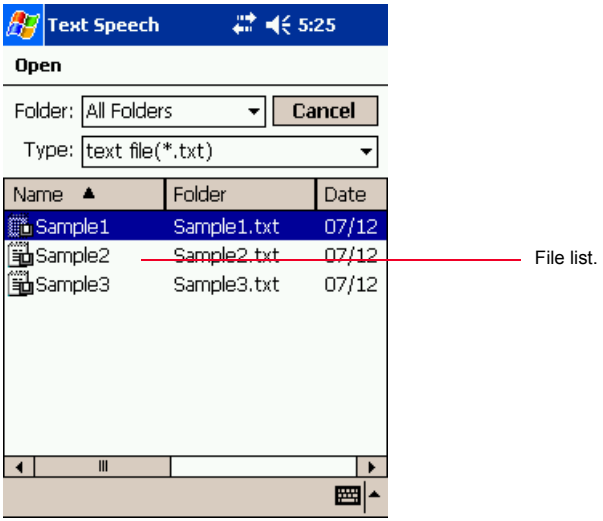
This application supports base 64, quoted-printable and non-encoded. If the text is encoded, it cannot to be displayed. UUENCODE is not supported. When the text is longer than 2k bytes, the part over 2k bytes is not read.

Text Speech

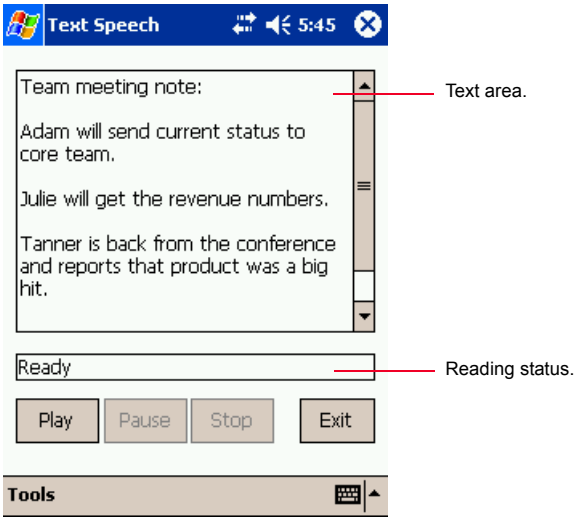
Text Speech reads a text file and the data stuck on the clip board.

To read out a text file:

1. Tap **Start**, **Programs**, then **Text Speech**.
2. From the **Tools** of the command bar, tap **Open**. The list of the text files stored in your Pocket PC e400 and storage device is displayed.



3. Select any of the following:
   - **Folder**: Select the folder from the pull-down menu.
   - **Cancel**: Close the file selection screen and return to the Text Speech screen.
   - **Type**: Only text file (*.txt) is available.
   - **File list**: Display Name, Folder, Date, Size, Type and Location. The file to read should be under \My Documents.
4. Tap the file you want read. The text is displayed.



5. Select any of the following:
   - **Play**: Starts reading the text.
   - **Pause** : Stops reading. If you tap **Play** after **Pause**, it will start from the position where it was paused.
   - **Stop**: Stops reading. If you tap **Play** after **Stop**, it will start from the beginning of the text.
   - **Exit**: Exits the program.

To read the text copied on clipboard:

Copied data on clipboard can be read by Text Speech, including data from Pocket Internet Explorer or Pocket Word.

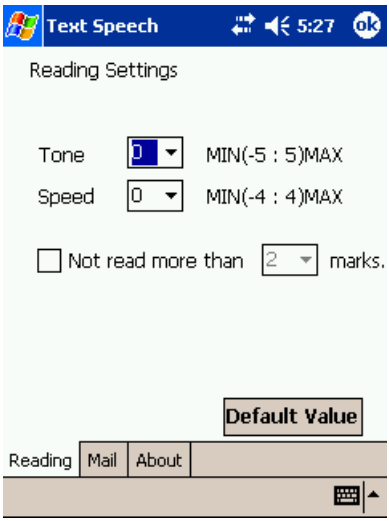
1. Within Pocket Internet Explorer, copy the text data to the clipboard.
2. Tap **Start**, **Programs**, then **Text Speech**. If the Text Speech application is already opened and a text data is displayed on text area, tap and hold the text, then **Clear All** from the pop-up menu.
3. Tap and hold the text area, then select **Paste** from the pop-up menu. The data on the clipboard is displayed on text area.
4. Tap **Play**.

You can input text directly in the text area, using the Input Panel
The maximum size of a text file or clipboard data to be read is 16,000 characters. Text Speech begins reading from the cursor position.

Speech Settings

To start Speech Setting, tap **Start**, **Programs**, then **Speech Settings**. You can also start Speech Settings by tapping **Tools**, then **Settings** on the Mail Speech or the Text Speech screen.

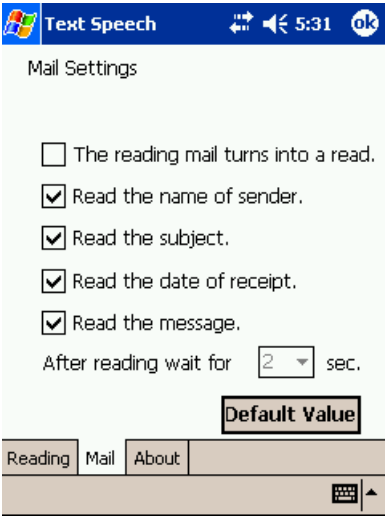
Reading Tab



Select any of the following:

- **Tone**: Changes the tone of the voice (default value: 0).
- **Speed** : Changes the reading out speed (default value: 0).
- **Default Value**: Reset all values to the default.
- **Not read more than 2/3 marks**: If selected, the continuous marks on the text are skipped when reading out. You can define the skipping case (continuous 2 or 3 marks) from the pull-down list.

Mail Tab



- **The reading mail turns into a read**: Once selected, the status of the reading changes from read to unread.
- Check at least one of the following: **Read the name of the sender**, **Read the subject**, **Read the date of receipt**, or **Read the message**.
- **After reading wait for**: Sets the time interval for reading the following mail. To read the message while this setting is available, tap the message area within the interval time. This message is only available when the **Read the message** check box is cleared.
- **Default Value**: Resets all the values to the default.

Using Voice Command

With Voice Command, you can operate your Pocket PC “hands free” without tapping or pressing buttons on your Toshiba Pocket PC e400.

The Voice Command application has three components:

- **Global Command**: the command always available
- **User Command**: the command that users can assign freely, always available.
- **Command for each application**: Command available only for the foreground windows.

Installing the Voice Command

1. Make sure your Toshiba Pocket PC e400 is connected to your computer and that an ActiveSync connection has been established.
2. Start the Voice Command installation by running the Setup program.

3. After the program is installed successfully, a message displays to inform you that the application has been allocated to the Program button 5 (recording button) automatically.
4. After installation, the system requires resetting.

The Voice Command cannot "read" without the TOSHIBA Text to Speech for Pocket PC installed. Installation of the Toshiba Text to Speech for Pocket PC is highly recommended.

Once Voice Command is installed on your Toshiba Pocket PC e400, the Program button 5 (recording button at initial setting) is "assigned" and recording with Program button 5 is no longer available. If you want to use Program button 5 for recording while the Voice Command is assigned, change the button assignment by tapping ***Start****,* ***Settings****, and then* ***Buttons****.*

Setting Up Voice Command

Once installed on your Toshiba Pocket PC e400 the Voice Command Settings icon is displayed on Today screen. Tap this icon to launch the Voice Command Settings application.

Global Command

1. Press the recording button and release immediately. The Voice Command starts. Wait for a notification sound to start speaking.
2. Say one of the available voice commands. For example, to launch Inbox, say "*run Inbox*"." When the command is successfully recognized, a confirmation tone sounds, and the Inbox screen appears. If the command is not recognized, a rejection tone sounds and the screen does not change.

User Command

You can define voice commands on Command Settings.

There are two kinds of commands:

- Commands to insert texts
- Commands to launch applications.

To use the commands to insert texts:

1. On the **User Commands** tab in the Voice Command Settings, define a phrase you like to a command. For example, define “Thank you for your email about” for the command *insert text one.*
2. Open the Inbox, then tap **New** from the command bar. At the creating the message screen, say “*insert text one*.” The “Thank you for your email about” is displayed on the screen.

To use the commands to launch applications:

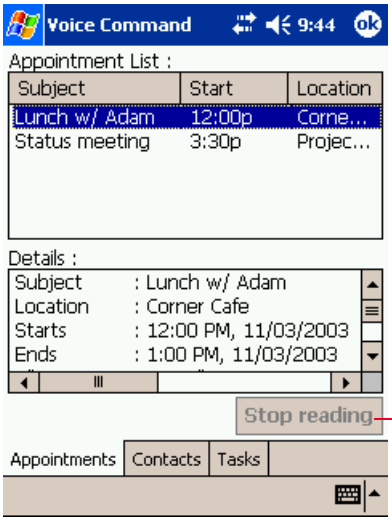
1. On the **User Commands** tab in the Voice Command Settings, assign an application you like to a command. For example, assign Solitaire to the command *Run program one*.
2. Say “*run program one*.” The Solitaire screen is displayed.

When you say an undefined command, nothing happens even if the command is recognized.

Using Voice Command for Each Application

For example, you can use voice commands in the Calendar application.

1. With the Calendar open, say "*very next appointment*." The listing mode screen appears, and it starts reading out very next appointment. You can display the screen also by saying, "*move to listing mode*." For detail of the command list, refer to the Commands tab on the Voice Command Settings.



2. In listing mode, voice command for Calendar is active to current focused appointment. For example, saying "*read subject*" reads the subject of current focused appointment.

The target term of appointment is one month before to one month after, based on current time.

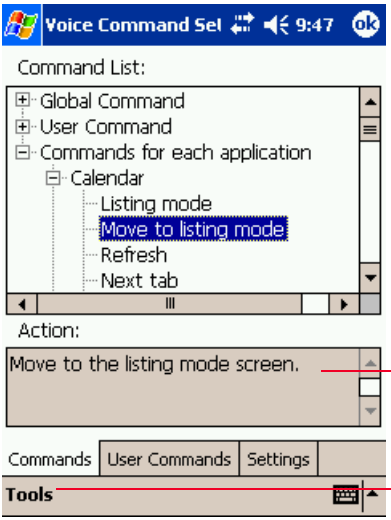
For other commands, you can check the command from the Commands tab of the Voice Command Settings.

Voice Command Settings

You can check the voice command list or arrange the settings of voice command. To start the Voice Command Settings, tap **Start**, **Programs**, and then **Voice Command Settings**.

Checking the Command List

On the **Commands** tab, you can check the all commands installed.

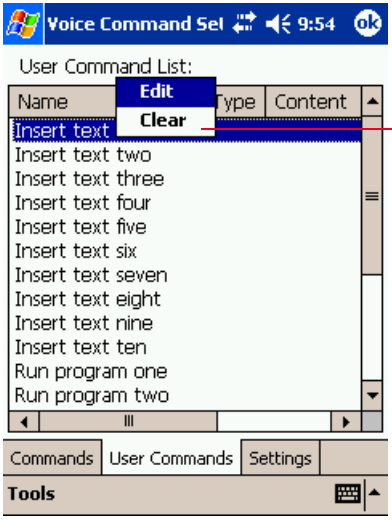


To define the action for a User Command:

1. Tap the **User Commands** tab on the Voice Command Settings screen.

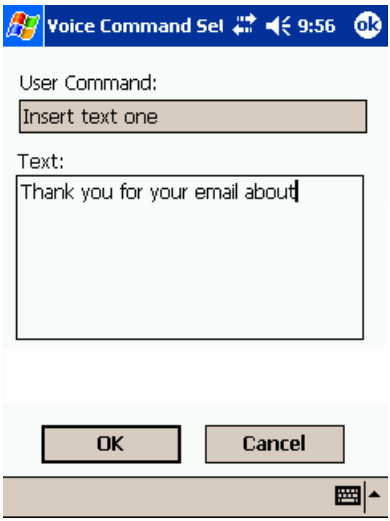
To define text for the command:

1. Tap and hold the command *insert text xxx*, then select **Edit**.



You can only clear the action for the command. The command is not deleted.

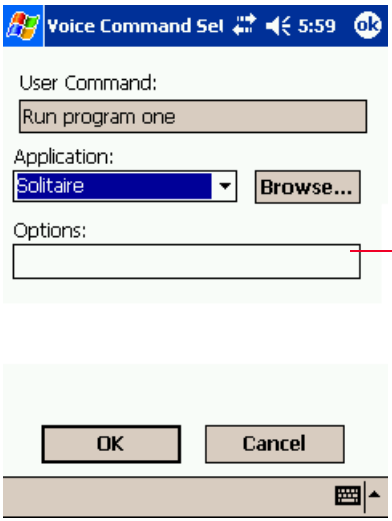
2. Input the text you want to define at the text area. For example, input “Thank you for your email about”.



3. Tap **OK**.

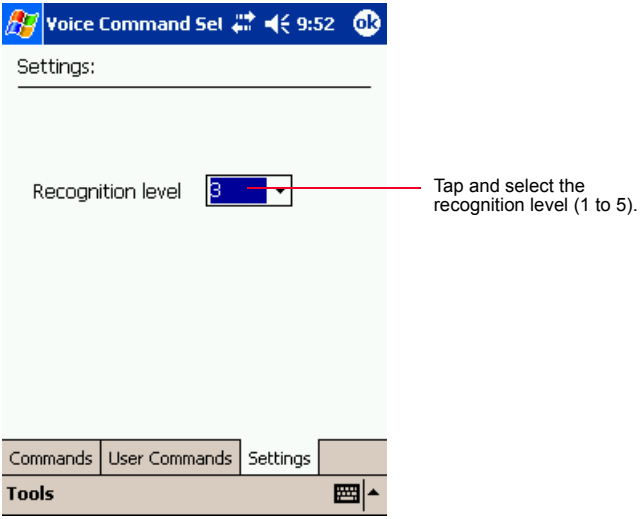
To assign a program to the command:

1. Tap and hold the command *run program xxx*, then select **Edit**.
2. Select the application you want to assign by tapping **Browse**.
3. Tap **OK**.



Arrange the Recognition Level of Voice Command

1. Tap **Settings** on the Voice Command Settings screen.



2. Set the recognition level as required. The higher level of recognition that is set, the more sensitive the program is to the nuances of your voice, and it makes it easier for your Toshiba Pocket PC e400 to recognize the command. On the other hand, setting a higher level of recognition may decrease voice recognition within noisy environments. It is recommended to set the recognition level lower than normal within noisy environments.

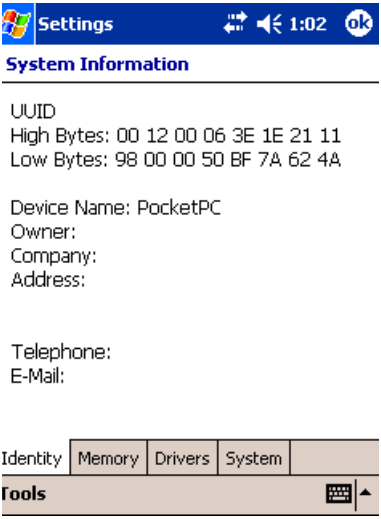
System Information

The **System Information** program displays the system information such as CPU clock, CPU stepping, Boot Loader Version, OS Version, PIC Version, and UUID. The information is displayed by accessing the **Identity**, **Memory**, **Drivers**, and **System** tabs.

To launch the program, tap **Start**, **Settings**, **System**, and then **System Information**.

Identity Tab

The opening menu presents identification information for product service.



Memory Tab

The Memory tab presents information about the systems RAM, ROM, and Flash ROM Disk.

Drivers Tab

The Drivers tab displays the drivers used by the system's software applications.

System Tab

The System tab displays CPU, operating system, and other system information.

Tools Menu

The Tools menu displays the system information and allows it to be exported to a text (*.txt) file. **Export** exports all system information parameters to a text (*.txt), and **About** displays the system information version.

Appendix A

Additional Information

Troubleshooting

Check the following guide for the possible cause of a problem and how to correct it.

Symptom	Cause	Correction
The power button is pressed but the power does not turn on.	The built-in battery power is exhausted.	Charge the battery.
The power was suddenly cut off.	The built-in battery power is exhausted.	Charge the battery.
	Automatic suspend is active.	Select , **Settings**, **System** tab, **Power** to set to alter the power shut down time.
Even if the built-in battery is completely charged, it discharges after a short period of time.	The built-in battery cannot hold a charge.	Replace the main battery with a new one.

Symptom	Cause	Correction
The screen was tapped, but no correct action was not executed.	Touch screen adjustment is incorrect.	Select , **Settings**, **System** tab, **Align Screen** to adjust the touch screen. If the screen alignment loses calibration it may not be possible to adjust alignment using the above method. In that case, the Align Screen command can be executed by simultaneously pressing the power button and scroll button.
The screen was tapped, but there is no response. The operation button does not work either.	Unresponsive operating system	Reset the system. If no action is observed after resetting the system, initialize the system. (NOTE: YOUR DATA WILL BE DELETED.)
The screen is dark.	The screen light is off.	Press and hold the power button until the screen light is turned on or touch the screen with the stylus.
The screen is hard to see.	Brightness setting is incorrect.	Select , **Settings**, **System** tab, **Screen light** to adjust the screen brightness for better sight.
Can not connect to your computer.	-	See Help of ActiveSync.
ActiveSync does not function when your Pocket PC is connected to your computer with a USB cradle or USB cable.	The USB driver of your computer may not be compatible.	Reselect the USB driver.

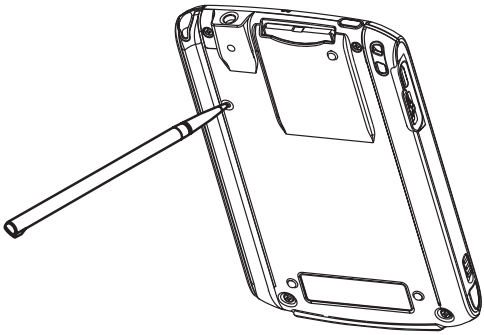
Symptom	Cause	Correction
Following message is displayed. "NOT ENOUGH BATTERY POWER. USB devices cannot be used. Because PDA's battery power is low"	The battery power is too low to use USB devices.	Charge the battery or connect AC adapter.
Following message is displayed. "TOO MUCH USB CONNECTION. Connecting USB devices are too much."	The total power consumption of connected USB devices is too large.	This USB port supports total 500 mA USB device. Confirm connected USB device.
Following message is displayed. "USB OVER CURRENT DETECT USB device is turned off. Please disconnect USB device."	The total power consumption of connected USB devices is too large.	This USB port supports total 500 mA USB device. Confirm connected USB device. To enable USB port again, turn off the power of Pocket PC or push the reset button.

Resetting

Reset is equal to “restart” of a computer. Carry out when pressing a button or tapping the screen does not respond. When your Toshiba Pocket PC e400 is reset, all data that was not stored during operation will be deleted. Stored data will be saved.

If the function cannot be restored even if the reset button is pressed, initialize your Toshiba Pocket PC e400.

- When the power is on, press the reset button with the stylus, then release.



Initializing

When you initialize your Toshiba Pocket PC e400, it returns to the status when it was purchased.

When you initialize your Toshiba Pocket PC e400, all data stored in the memory is deleted. Your Toshiba Pocket PC's initially installed programs are not deleted.

Before initialization, remove all storage cards.

1. Turn off the power.
2. Press the power button while pressing and holding the reset switch with the stylus, and then release the power button.
3. When a screen appears, release the reset switch. When initialization is completed, the Welcome screen appears. Set up the system according to the screen as in the case of startup procedure.

Specifications

External dimensions	Approximately: 4.9 in. (125 mm) x 3.0 in (76 mm) x 0.49 in. (12.5 mm) (L x W x H)
Operating conditions	Temperature: 32°F to 104°F (0°C to 40°C), Humidity: 30% to 80% Relative Humidity, when only the Pocket PC is operating Temperature capable of charging: 41°F to 104°F (5°C to 40°C)
Battery type	Lithium-Ion battery
Processor	Intel® PXA261 Processor at 300 MHz CPU performance in your computer product may vary from specifications under the following conditions: ▪ use of certain external peripheral products ▪ use of battery power instead of AC power ▪ use of certain multimedia games or videos with special effects ▪ use of standard telephone lines or low speed network connections ▪ use of complex modeling software, such as high end computer aided design applications ▪ use of computer in areas with low air pressure (high altitude >1,000 meters or >3,280 feet above sea level) ▪ use of computer at temperatures outside the range of 5°C to 35°C (41°F to 95° F) or >25°C (77°F) at high altitude (all temperature references are approximate). CPU performance may also vary from specifications due to design configuration. Under some conditions, your computer product may automatically shut-down. This is a normal protective feature designed to reduce the risk of lost data or damage to the product when used outside recommended conditions. To avoid risk of lost data, always make back-up copies of data by periodically storing it on an external storage medium. For optimum performance, use your computer product only under recommended conditions.
Memory	RAM: 64 MB, ROM: 16 MB
Flash ROM Disk	32 MB

Display	3.5" TFT Color LCD, 240 pixels x 320 pixels, up to 64K colors
Interfaces	
DC-IN	5V/2A
Headphone	3.5 mm, stereo, mini-plug compatible
SD card slot	SD memory card, SDI/O card or Multimedia card. **Note:** The security function of the SD memory card is not usable. Data encrypted by the SD memory card security function-compatible equipment is not usable.
Infrared port	Based on IrDA ver.1.3 Maximum data transmission speed: 115 kbps.
Cradle connection port	USB Host/Client
Audio	AC 97 codec, monophonic record, stereophonic playback, 8.0 khz, 11.025 khz, 22.05 khz, and 44.1 khz sample rates. Full duplex record and playback. On board microphone. On board speaker. Stereophonic earphone jack, software volume and tone controls.
Options	AC adaptor, USB Client cable, USB Host cable, stylus pen, cradle.

Although the display is manufactured using an extremely high order of technology, there may be a case that some dots do not light or always light. It is not a malfunction.